



Development Water/Sewer/Reclaim

Pre Construction Meeting Request Form

Project Name: _____ Date: _____
Authorized Agent: _____ Availability #: _____
Engineer of Record: _____ Authorized Agent Phone: _____
Contractor: _____ Engineer Phone: _____
Contractor Contact: _____ Contractor E-Mail: _____
Contractor Phone: _____

Service Type: ☐ Water ☐ Sewer ☐ Reclaim

Lift Station Type: ☐ JEA ☐ Private ☐ None

What is the purpose of a Pre Construction Meeting? Review approved plans, discuss construction techniques, schedules, explain inspection procedures and project acceptance which is required prior to receiving service.

When is a Pre Construction Meeting needed? Prior to constructing any infrastructure that will be transferred to JEA.

Who attends a Pre Construction Meeting? Owner and/or authorized agent, engineer, utility contractor and JEA.

What occurs prior to requesting a Pre Construction Meeting? JEA approval of design drawings.

Who may request a Pre Construction Meeting? The Owner and/or authorized agent.

Please allow 3 business days for us to respond to your request. Based on availability Pre Construction Meetings are normally held in the mornings at 21 W Church Street and generally within 5-7 business days from receipt of this form.

Please indicate names of those attending. Each attendee is required to present a photo id and receive a JEA Visitor Pass.

Owner: _____ Engineer: _____
Authorized Agent: _____ Contractor: _____
Other: _____ Other: _____
Other: _____ Other: _____

Submittals Required for Water and Sewer Pre-Construction Meeting:

Initial the attachments included. If an item is not applicable indicate N/A to avoid being mistaken for an incomplete submittal. Use PS if previously submitted.

____ Approved plans from City or County
XXXX-XXXX Project Name - [Approved City/County Plans.pdf](#)

____ Underground Utility Contractor's License
XXXX-XXXX Project Name - [Underground Utility License.pdf](#)

____ Industrial Pre-Treatment Permit (if applicable)
XXXX-XXXX Project Name - [Industrial PTR Permit.pdf](#)

____ Bid Tabulations if Cost Participation Greater than \$200K
XXXX-XXXX Project Name - [Bid Tabulations.pdf](#)

____ Approved Permits from JEA/FDEP/FDOT
XXXX-XXXX Project Name - [FDEP/FDOT/RR Permits.pdf](#)

____ Recorded Easements (except water meter easements)
XXXX-XXXX Project Name - [Recorded Easement 1, etc.pdf](#)

____ JEA Lift Station Shop Drawings
XXXX-XXXX Project Name - [PS Shop Drawings.pdf](#)

Send all requests to wsepreconrequest@jea.com along with applicable items or request will be returned. Each document is attached to the email submittal as an individual PDF and named as indicated. Substitute the project's actual availability number and name in the examples. Example: 1234-5678 Live Oak Bluffs – Svc Availability.pdf

Submitted by Authorized Agent Only: _____