

# REQUEST FOR PRE-CONSTRUCTION MEETING

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Lisa Weathers  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-9427

Dear Mrs. Weathers:

I have already provided to WHUD:

- Four sets of state approved plans for each utility I will be installing
- Three copies of material submittals that have been approved by WHUD
- Contractor Request Form
- Contractor Information Form along with license and insurance information

Therefore, I am requesting a pre-construction meeting for \_\_\_\_\_.  
(development, phase, section)

I am requesting the meeting be held on \_\_\_\_\_. The developer,  
(Month, Day, Year)  
contractor, and contractor foreman for this project are available and will attend this meeting. The people who will attend are:

Name(s) of contractor representative(s): \_\_\_\_\_

Name of contractor's foreman: \_\_\_\_\_

Name(s) of developer representative(s): \_\_\_\_\_

**I understand that if I decide to use a different foreman after this pre-construction meeting, for any reason, I will be required to attend an additional pre-construction meeting with the new foreman present.**

If you have any questions I can be reached at (\_\_\_\_\_)\_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)