



The purpose of the preconstruction meeting is to review the general procedural requirements and unique project-specific requirements that apply to this construction project. In addition, it provides a forum for the owner, design professionals, plan reviewers, contractors, and inspection personal to become familiar with the project and each other. This high-level project preconstruction meeting is not intended to replace other discipline/permit-specific preconstruction meetings/conferences or to be a forum for detailed construction-specific issues.

WHEN REQUIRED

All major commercial projects (BB permits)
Medium commercial projects (BM permits)
When identified by plan reviewer and/or building inspector to require preconstruction meeting

PARTICIPANTS

1. Owner/owner's representative
2. Architect
3. Structural engineer of record
4. General contractor
5. Building inspection supervisor
6. Building plan reviewer
7. Building inspector
8. Utilities inspector and reviewer
9. Transportation inspector and reviewer
10. Land Use reviewer
11. Fire inspector and reviewer
12. Clearing & Grading inspector

AGENDA

The following is a suggested agenda for the 60-minute preconstruction meeting:

- Introduction of participants (5 min - Bldg Inspection Supervisor)
- Distribute sign-up sheet

- Discuss the scope/overview of project (5 min - Owner/Architects)
- General schedule and project milestones and targeted occupancy dates

- Project phasing requirements and procedures (10 min - Owner/Architect)
- Issued and pending permits

- Discuss design issues that are unique to this building (10 min - Architect and Reviewer)
- Approved alternative methods and materials or deviations issued to this project.
- Provide overview of City of Bellevue department roles and responsibilities: (15 min - City staff)
 - Land Use review
 - Building review (Including B, M, E, P)
 - Building inspection (Including B, M, E, P)
 - Fire inspection
 - Transportation inspection and review
 - Utilities inspection and review
 - Clearing & Grading inspection
- Overview of owner's project team roles and responsibilities: (5 min - Owner or owner's rep.)
 - Owner's representative
 - Structural engineer of record
 - Architect
 - General contractor
- Discuss Development Services Department Inspection and Construction Guidelines (5 min.-Building Inspection Supervisor)
 - Review required Building Division precons referenced in Section 3.5 and refer attendees to website where documents are provided for download.
 - Other required individual precons-Utilities, Transportation, Fire, Clearing & Grading
 - Requesting inspections
 - Deviation process (Utilities and Transportation)
 - TCO and CO process
- Questions (5 min or time left-All)

MEETING SET-UP PROCESS

The building plan reviewer and/or building inspector will determine if a pre-construction meeting is required and notify the project contact. The project contact will then contact the building inspection supervisor to set up a time and place for the meeting approximately two weeks prior to ground breaking activities. The building inspection supervisor will then contact the city personnel that need to attend, and the project contact will contact their attendees as noted on the participants list.

1/08/2010