

Preconstruction Meeting Requirements

Commercial Building Projects

The purpose of the preconstruction meeting is to review the general-procedural and unique, project-specific requirements for the project. It also provides a forum for the owner, design professionals, plan reviewers, contractors and inspectors to become familiar with the project and each other. This high-level meeting is not intended to replace other discipline-specific preconstruction meetings, or to be a forum for detailed construction-specific issues.

When Required

- Major or Complex Commercial Projects (BB permits)
- Medium and Minor Commercial Projects (BM and BW permits)
- New or Complex Tenant Improvements (TI) (BY and BZ permits)
- When identified by the plan reviewer and/or the building inspector.

Participants

1. Owner/owner's representative (Optional)
2. Architect of Record (AOR)
3. Structural Engineer of Record (SEOR)
4. General Contractor (GC)
5. Building Inspection Supervisor (Optional)
6. Building Plan Reviewer (Optional)
7. Building Inspector
8. Utilities Inspector and Reviewer (Optional)
9. Transportation Inspector and Reviewer (Optional)
10. Land Use Reviewer (Optional)
11. Fire Inspector and Reviewer (Optional)
12. Clearing & Grading Inspector (Optional)

Meeting Set-up Process

The General Contractor (GC) should contact Support at (425) 452-4570 to set up a meeting. The precon should be scheduled after mobilization and when the COB-approved plans have been issued and on site. The GC has the option of scheduling the meeting on site, at City Hall, or online (e.g., Teams). The Building Inspection Supervisor will then contact the city personnel that need to attend. The project contact will notify the attendees as noted on the participants list.

Agenda

The following is a suggested agenda for the preconstruction meeting:

1. Introduction and distribute sign-up sheet
2. Project scope, general schedule, project milestones, and targeted occupancy dates
3. Project phasing requirements and procedures; issued and pending permits
4. Discuss design issues that are unique to this building and any approved alternative methods and materials or deviations issued to this project
5. Provide an overview of City of Bellevue department roles and responsibilities
 - a. Land Use review
 - b. Building review (including Building, Mechanical, Electrical, Plumbing)
 - c. Building Inspection (including Building, Mechanical, Electrical, Plumbing)
 - d. Fire inspection
 - e. Transportation inspection and review
 - f. Utilities inspection and review
 - g. Clearing & Grading inspection
6. Overview of the owner's project team roles and responsibilities
 - a. Owner's Representative
 - b. Structural Engineer of Record
 - c. Architect
 - d. General Contractor
7. Discuss Development Services [Inspection and Construction Guidelines](#)
 - a. Review required Building Division pre-cons and refer attendees to the website where documents are provided for download.
 - b. Other required individual pre-cons - Utilities, Transportation, Fire, Clearing & Grading
 - c. Requesting inspections
 - d. Special Inspections
 - e. Deviation process (Utilities and Transportation)
 - f. TCO and CO process
8. Questions



CITY OF BELLEVUE
Development Services Department
Building Division 425-452-4570

Inspection Scheduling:
On-line: MyBuildingPermit.com
Phone: 425-452-6875

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☐ **Correction Required**

☒ **For your Information**

☒ Building ☐ Mechanical ☐ Electrical ☐ Plumbing ☐ Clearing & Grading

Date: _____ Permit # (ex: 12-34567 BS): _____

Inspection Type: 200 Precon Address: _____

General Notes for Commercial Projects

Some of these items may not apply to your project. Please coordinate with your COB (City of Bellevue) building Inspector for any question or clarifications regarding this list. The contractor shall also review the following documents:

Preconstruction Meeting Requirements:

https://bellevuewa.gov/sites/default/files/media/pdf_document/2020/Preconstruction%20Meeting%20Requirements.pdf

Inspection and Constructions Guidelines:

<https://bellevuewa.gov/city-government/departments/development/inspections>

1. The general contractor is responsible for ensuring that all permits have been obtained.
2. All required permits must be posted and accessible on the job site.
3. Additional preconstruction meetings are required by the Building Division. Schedule all the precons selected as "Yes" before the start of that work.

Precon	Yes	No	Unsure
Shoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shotcrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PT Decks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CMU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curtain Wall/Store Front/Exterior Wall Veneer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metal Stud Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Gypsum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firestopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spray Fire-Resistant Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intumescent Fire-Resistive Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Precon	Yes	No	Unsure
Suspended Ceiling Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility (specific to R- and I-occupancies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Control/FARS/DAS systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anchorage of Non-Structural Elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Transformer/Generator Room/Fire Pump Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevator Fronts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TCO/CO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. All deferred submittals must be reviewed and approved by COB prior to the start of work. Contractor is advised to schedule precons to review deferred submittals. What are the deferred submittals required for this project, based on the scope of work?

Please find more information regarding Deferred Submittal Guidelines: <https://bellevuewa.gov/city-government/departments/development/permits/faqs/plan-review-resources/deferred-submittal>

Deferred Submittal	Yes	No	Unsure
Anchorage of nonstructural components (Seismic Bracing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canopies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code-required Building signage (not exit signs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Mix Designs (more than 4,000 psi)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curtain Wall/Cladding Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design of hollow-core planks and precast concrete elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hold-down systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intumescent fire-resistive materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firestopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass guardrail systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glazing systems (e.g., Store Fronts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metal stud framing (Interior and Exterior)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy-hung fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photometric Analysis (Egress Lighting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photovoltaic (PV) Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Deferred Submittal	Yes	No	Unsure
Raised floor systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skylights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spray fire-resistant materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steel Storage Racks and Anchorage (unless submitted as a separate permit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steel stairs, guards, and handrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steel joists and trusses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stone veneer and other exterior wall veneers (e.g., brick)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood roof and floor trusses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Maintain an inspection contact sheet in the plan/permit area. Site construction contacts for the various disciplines receiving inspections should have their contact information posted.
6. Review COB's Building Inspection Expectations here:
https://bellevuewa.gov/sites/default/files/media/pdf_document/B-11_BldgInspectionExpectations.pdf
7. Special inspections will be documented on the approved plans.
Who is the special inspection agency? _____
IMPORTANT:
 - a. All work must be approved by the building inspector prior to concealing work, regardless of special inspection approval.
 - b. Written Special Inspection reports shall be on site at the time of inspection.
 - c. The contractor is advised to account for time for special inspections and then COB inspections.
8. A sign-off book shall be provided for your project. This book is used to track inspection approvals throughout the life of the project. The contractor must maintain this book by making it available to all inspection staff.
9. Ensure that pedestrian protection is in place during the duration of the project. Consult with the COB Building Inspector regarding requirements.
10. Changes or revision to the COB-approved plans may require review/approval by COB. Consult with the COB Building Inspector and review the Inspection and Construction Guidelines for thresholds.
11. Follow all Construction Noise Control requirements. Refer to the sheet attached to the COB-approved plans.
12. For congested jobsites with limited parking, designated parking must be made available to the inspectors and posted as "City Inspections Parking Only."



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13. Use of the parking garage prior to TCO is prohibited unless all requirements listed here are met:
<https://bellevuewa.gov/city-government/departments/development/permits/faqs/plan-review-resources/use-parking-garage>
14. Phased occupancy of the building will require a phased occupancy plan to be submitted and reviewed/approved by COB.
15. Ensure that a TCO line-item is added to the project's schedule for a TCO meeting three-months prior to expected TCO.

Other Important Information:

1. Link to current codes: <https://bellevuewa.gov/city-government/departments/development/codes-and-guidelines/building-fire-codes-and-guidelines>
2. Policies and Interpretations: <https://bellevuewa.gov/city-government/departments/development/codes-and-guidelines/building-fire-codes-and-guidelines>
3. Guidelines and Tip Sheets: <https://bellevuewa.gov/city-government/departments/development/codes-and-guidelines/building-fire-codes-and-guidelines>
4. Inspection Publications: <https://bellevuewa.gov/city-government/departments/development/inspections>
5. Construction Publications: <https://bellevuewa.gov/city-government/departments/development/inspections>

**TABLE 601
 FIRE-RESISTANCE RATING REQUIREMENTS FOR BUILDING ELEMENTS (HOURS)**

BUILDING ELEMENT	TYPE I		TYPE II		TYPE III		TYPE IV				TYPE V	
	A	B	A	B	A	B	A	B	C	HT	A	B
Primary structural frame ^f (see Section 202)	3 ^{a,b}	2 ^{a,b}	1 ^b	0	1 ^b	0	3 ^a	2 ^a	2 ^a	HT	1 ^b	0
Bearing walls												
Exterior ^{e,f}	3	2	1	0	2	2	3	2	2	2	1	0
Interior	3 ^a	2 ^a	1	0	1	0	3	2	2	1/HT	1	0
Nonbearing walls and partitions Exterior	See Table 602											
Nonbearing walls and partitions Interior ^d	0	0	0	0	0	0	0	0	0	See Section 2304.11.2	0	0
Floor construction and associated secondary members (see Section 202)	2	2	1	0	1	0	2	2	2	HT	1	0
Roof construction and associated secondary members (see Section 202)	1 ^{1/2} ^b	1 ^{b,c}	1 ^{b,c}	0 ^c	1 ^{b,c}	0	1 ^{1/2} ₂	1	1	HT	1 ^{b,c}	0