



Preconstruction Meeting Requirements

For Major 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 commercial projects
- Medium commercial projects
- When identified by the plan reviewer and/or building inspector

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

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. The project contact will notify the attendees as noted on the participants list.

Agenda

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

1. Introduction and distribute sign-up sheet (5 minutes - building inspection supervisor)
2. Project scope, General Schedule, Project Milestones and Targeted Occupancy Dates (5 minutes - owner/architect)
3. Project Phasing Requirements and Procedures; issued and pending permits (10 minutes - owner/architect)
4. Discuss design issues that are unique to this building and any approved alternative methods and materials or deviations issued to this project (10 minutes - architect and reviewer)
5. Provide an overview of City of Bellevue department roles and responsibilities (15 minutes - city staff)
 - Land Use review
 - Building review (including Building, Mechanical, Electrical, Plumbing)
 - Building Inspection (including Building, Mechanical, Electrical, Plumbing)
 - Fire inspection
 - Transportation inspection and review
 - Utilities inspection and review
 - Clearing & Grading inspection
6. Overview of the owner's project team roles and responsibilities (5 minutes - owner or owner's representative)
 - Owner's representative
 - Structural engineer of record
 - Architect
 - General contractor
7. Discuss Development Services Inspection and Construction Guidelines (5 minutes - building inspection supervisor)
 - Review required Building Division pre-cons and refer attendees to the website where documents are provided for download.
 - Other required individual pre-cons - Utilities, Transportation, Fire, Clearing & Grading
 - Requesting inspections
 - Deviation process (Utilities and Transportation)
 - TCO and CO process
8. Questions (5 minutes or time left-All)