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## PRE-CONSTRUCTION MEETING CHECKLIST

Project Name: \_\_\_\_\_ Permit #: \_\_\_\_\_

Address: \_\_\_\_\_

Pre-construction Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

1. Inspection process

Special inspection reports are required PRIOR to inspection requests.

2. Special inspections

Provide separate list of special inspections, who is performing them, and their qualifications.

3. Special inspection report requirements

Reports shall be given to field inspectors prior and a copy kept on the jobsite.

4. Deferred submittals

Verify which items are deferred. Submit stamped drawings reviewed/approved by architect or engineer of record to the Building Division at least 10 days prior to installation.

5. Plan revision submittals

Submit application and revised plans with any changes. Changes to be approved by building division before installation and before any subsequent inspections will be performed.

6. Project specific items

7. Final inspections and C of O procedure

Comments: \_\_\_\_\_

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