

	STANDARD OPERATING POLICY AND PROCEDURE Community and Economic Development	Number: 1-4
Subject: Preconstruction Meetings and Attendance		Approval Date: May 9, 2007
Approval: Chuck King, Building Official		Effective Date: June 8, 2007

1.0 PURPOSE

Establishment of a preconstruction meeting policy

2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

3.0 REVISION HISTORY

August, 2010
 January, 2011
 August, 2015
 February, 2019 –New Code Adoption

4.0 CODE REFERENCE

5.0 POLICY

As part of the Town’s customer service objectives, Pre-construction Meetings are provided to help ensure that all participants in the construction process understand the Town’s construction and inspection processes and procedures. These meetings shall be scheduled prior to issuance of a building permit for all new commercial projects. Projects include full build-out, shell buildings, tenant improvements, commercial additions and remodeling, and multi-unit residential projects.

A Permit Technician will contact the applicant to schedule this meeting once the permit is ready for issuance. The applicant is responsible to coordinate with required participants to ensure attendance. Up to three pre-set meeting times are available per week and are managed by the Permitting staff. Meetings are scheduled in advance of available dates on a first come first served basis. A copy of the tentative construction schedule and a list of sub-contractors, with Registrar of Contractor license numbers, shall be provided at, or prior to the meeting.

Mandatory Participants

- 1) Permit Applicant
- 2) General contractor’s on-site superintendent
- 3) Business owner or legitimate owner’s representative
- 4) Architect (as determined by the *building official*)

Town Representatives (coordinated by Permit Technician)

- 1) Building Inspection
- 2) Permitting
- 3) Planning and Zoning
- 4) Fire Department representative
- 5) Police Department representative