

	STANDARD OPERATING POLICY AND PROCEDURE Community Development and Public Works	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 Development and Public Works (CDPW) Personnel

3.0 REVISION HISTORY

August, 2010
 January, 2011
 August, 2015

4.0 CODE REFERENCE

5.0 POLICY

As part of our customer service goal, the department offers Pre-construction Meetings to ensure 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 (full build-out, shell buildings and 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, as listed below, to ensure attendance. Up to three pre-set meeting times are available per week and are managed by the Permit Technicians. These are scheduled 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 the meeting.

Mandatory Participants (coordinated by Applicant)

- 1) Permit Applicant
- 2) General contractor's on-site superintendent
- 3) Business owner or legitimate owner's representative
- 4) Architect
- 5) Developer (applicable to new site construction)

Town Participants (coordinated by Permit Technician)

- 1) Building Inspection representative
- 2) Permitting representative
- 3) Planning / Zoning representative
- 4) Fire Department representative