Pre-Construction Meeting Topics

I. General Information
   a. Construction Work Hours
      Monday – Friday, 8:00 a.m. – 6:00 p.m. (Beverly Hills Municipal Code 5-1-206) Clean Jobsite
   b. Site Maintenance
      i. Construction Project Daily Maintenance Checklist
   c. Maintenance of the Public Right-of-Way
   d. Tree protection requirements for City Trees
   e. Temporary Water Service & Dust Control
   f. Storm & Waste Water Ordinance / Dumping in the Street
   g. Porta-Potty Location
   h. Temporary Power Poles
   i. Construction Company Signs
   j. Temporary Fencing & Property
   k. Attractive Nuisances
   l. Open Excavations / Existing Swimming Pools
   m. Fifty – Percent Jobs (Residential)
   n. Noise Ordinance
   o. Construction Parking Plan
   p. Notice of Demolition/Construction Signs
   q. City Observed Holidays – Construction is NOT ALLOWED
      1. New Year’s Day
      2. Memorial Day
      3. Independence Day
      4. Labor Day
      5. Thanksgiving Day
      6. Christmas Day
      (Beverly Hills Municipal Code 5-1-206)

II. Specific Requirements
   a. Compliance of Resolution / Conditions of Approval
   b. Special Inspection Requirements
   c. Architect/Engineer’s Observation Reports
   d. Grading / Shoring Requirements Based on Soils Reports
   e. Grading Inspection by Soils Engineer
   f. Sound Consultant (Multifamily)
   g. Fine Art Ornamentation (Commercial)
   h. In-lieu Parking
III.  Permits and Plan Review Required
   a.  Demolition
   b.  Grading
   c.  Shoring
   d.  Building
   e.  Plumbing
   f.  Electrical
   g.  Mechanical
   h.  After Hours
   i.  Fire Alarm
   j.  Fire Sprinkler
   k.  Landscape and Irrigation
   l.  Temporary Certificate of Occupancy
   m.  Certificate of Occupancy
   n.  Class “A” Street Use
   o.  Class “B” Delivery

IV.  Inspections
   a.  How to schedule inspection
   b.  Different permit numbers for different permits
   c.  Permits Expire
   d.  What Inspections Are Necessary
   e.  When to Expect Your Inspector
   f.  Alternate Work Fridays
   g.  Afterhours Inspections
   h.  City Business Tax
   i.  Worker’s Compensation
   j.  Re-inspection Fees
   k.  Stop Work Orders
   l.  Utility Releases
   m.  Temporary C of O’s/ C of C’s/ Final Inspections
   n.  Bond Refunds
   o.  Electronic Construction Field Reports and Documents – www.beverlyhills.org/fieldreports

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CITY USE ONLY

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