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)
   b. Clean Jobsite 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
      i. New Year’s Day
      ii. Memorial Day
      iii. Independence Day
      iv. Labor Day
      v. Thanksgiving Day
      vi. Christmas Day
      vii. Martin Luther King Jr. Day
      viii. President’s Day
      ix. Yom Kippur
      x. Veteran’s Day
      xi. Friday following Thanksgiving Day (Beverly Hills Municipal Code 5-1-205)

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
   i. Bond

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 & Documents:
      i. www.beverlyhills.org/fieldreports
      ii. fieldreports@beverlyhill.org
V. **Certificate of Occupancy Requirements (New Construction only)**

   a. All permits in project must obtain final inspections and finaled status

   b. All bond refund request must be submitted to cdpermits@beverlyhills.org

   c. All field approved plans are to be sent in a digital format to fieldreports@beverlyhills.org in a PDF scrollable format and files renamed by permit number. CD or Flash drive are acceptable.

   d. Photos of each elevation of each building and from across the street sent to fieldreports@beverlyhills.org

   e. All survey, Structural Observation and Deputy reports sent to fieldreports@beverlyhills.org

   f. Final waterproofing certificate submitted to fieldreports@beverlyhills.org

   g. Owners names and address provided as to be shown on the C of O document, shall be email to assigned inspector.

   h. Timeline of C of O, shall be coordinated with assign inspector

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<tr>
<th>Name</th>
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<tr>
<td>Owner:</td>
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<td>Architect:</td>
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<td>Meeting Date:</td>
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***** CITY USE ONLY *****

- Plan Reviewer: _______________________________
- Inspector: _______________________________
- Planner: _______________________________