



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 finalized 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

Name

Signature

Owner: _____

Contractor: _____

Engineer: _____

Architect: _____

Meeting Date: _____

***** CITY USE ONLY *****

Plan Reviewer: _____

Inspector: _____

Planner: _____