



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. Maintenance of the Public Right-of-Way
- c. Tree protection requirements for City Trees
- d. Temporary Water Service & Dust Control
- e. Storm & Waste Water Ordinance/ Dumping in the Street
- f. Porta-Potty Location
- g. Temporary Power Poles
- h. Construction Company Signs
- i. Temporary Fencing & Property
- j. Attractive Nuisances
- k. Open Excavations / Existing Swimming Pools
- l. Fifty – Percent Jobs (Residential)
- m. Noise Ordinance
- n. Construction Parking Plan
- o. Notice of Demolition/Construction Signs
- p. City Observed Holidays
 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
- i. Bonds

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

Name

Signature

Owner: _____

Contractor: _____

Engineer: _____

Architect: _____

Meeting Date: _____ Permit Number: **BS** _____

CITY USE ONLY

Plan Reviewer: _____ Inspector: _____

Planner: _____