

## **PRE-CONSTRUCTION MEETING REQUIREMENTS**

### **PURPOSE & WHEN REQUIRED**

**To Inform** – Required inspections, policies relevant to your project, as well as the Certificate of Occupancy process will be discussed to assist you in completing your project in a timely manner.

**To Discuss Areas of Concern** – Project specific areas of concern and those that require technical information from architects or engineers will be identified and discussed.

**To Review Building Specific Topics** – Construction types, occupancy classifications and separations, fire-resistance rated assemblies and required exiting may be agenda items.

**To Answer Your Questions** – Please use this opportunity to ask questions regarding specific City of Mount Vernon code and inspection requirements, policies or procedural requirements.

Pre-Construction Meetings also provide a forum where the owner, design professionals, plan reviewers, contractors and inspectors to become familiar with the project and each other. These meetings are not intended to replace other discipline-specific preconstruction meetings, or to be a forum for detailed construction-specific issues.

Pre-Construction Meetings are required for most commercial, multi-family, and mixed-use projects with structures greater than 4,000 square feet in size. The Building Official will let the Applicant know if a Pre-Construction meeting is required when their building permit is issued.

### **GENERAL PROCEDURES**

- **Scheduling Pre-construction Meetings.** Pre-construction meetings must be scheduled by the Applicant after the permit is issued but before the start of any construction authorized by the subject permit.
- **Agenda.** The last page of this document contains an Agenda that the City uses for Pre-Construction meetings.
- **Approved plans on-site.** The set of plans signed by the City are always required to be maintained on site. Inspections (including special inspection) will be via reviewed plan sets only and inspections will not be performed without. Should the approved plans become worn or damaged to the point that they are partially illegible your inspector will require that a replacement set of approved plans be provided.
- **Alteration of plans.** Marking on reviewed plans is not permitted. Do not alter the reviewed plan set. Do not disassemble the reviewed plans.
- **Revisions to plans.** The City of Mount Vernon will not accept requests for revisions to reviewed plans unless such proposed revisions are first approved by the design professional in charge of the project. Revisions to plans are to be routed firstly through and approved by the project architect (if there is one). If there is no project architect revisions are required to be routed through the project engineer. For projects that do not involve a design professional the permit applicant may submit revisions directly to the City for review. Field inspectors are authorized to approve minor changes. The determination of what is a minor change is at the discretion of the field inspector.

- **Address to be posted.** The assigned address for each building is always to be posted in a manner that makes it readily visible from the road fronting the property. Inspections will not be performed where the address is not readily visible from the road.
- **Construction access.** Access is to be installed at the beginning of the project and maintained at a 20' minimum width, all weather driving surface throughout the project. Failure to maintain access within 150' of any portion of the building may result in a project stoppage. Access roads that dead end require approved turnarounds. Please consult with the Mount Vernon Fire Department for specifics regarding fire apparatus access roads or the Engineering Division of the Development Services Department for construction access specifics.
- **Fire flow.** Combustible construction (including floor framing, wall framing, roof framing, sheathing or roof covering) will not be allowed until all required fire hydrants are in working order.
- **Standpipes.** A Class III standpipe is usually required for buildings exceeding 30' in height. During construction, a functional standpipe must be in place before the building exceeds 40' in height above any required fire apparatus access point. When a construction standpipe is required, such standpipes must have fire department hose connections at accessible locations adjacent to useable stairs. The standpipe must be extended to each additional floor as that floor is built.

## CITY INSPECTIONS

- Inspection requests are required to be made online via our customer portal. <https://ci-mountvernon-wa.smartgovcommunity.com/>
- At a minimum, you must have the following information to submit an inspection request:
  1. Permit number
  2. Contractor / SmartGov user log-in
  3. Project address
  4. Type of inspection desired
  5. Contact information

Please note that a cancellation on one site does not authorize an inspection on another site. Field inspectors are not authorized to perform inspections that are not scheduled through normal office procedures.
- **Inspection appointments.** Due to heavy and often unpredictable workloads it is impossible to provide specific times for your inspection. You may call your inspector to obtain a rough estimate of when they will be at your job but in no case should you plan your activities around that estimate. It is not always possible to honor AM or PM inspection requests.
 

Your inspection is required to be ready at the time you place the request for inspection. Please remember that your inspector is available for your questions between 7:30-8:30 AM at 360-336-6214.
- **Cancellations.** If you find that you need to cancel an inspection request you must do so via the customer portal <https://ci-mountvernon-wa.smartgovcommunity.com/> before the inspectors leave the office at 8:30 AM.
 

Cancellations will not be accepted in the field or after 8:30 AM. Inspections not ready when the inspector arrives are subject to assessment of a re-inspection fee.
- **Required inspections.** Please refer to your permit or online for a list of required inspections. There may be inspections needed for your project that fall outside of the scope of the inspection record card. If you have questions as to which inspections are required for your project your inspector will work with you to clarify.
- **Punch lists.** The inspector should not be expected to provide punch lists. The expectation that the work is ready to pass inspection must be in place prior to placing your request for inspection.
- **Re-inspections.** Corrections must be completed prior to requesting a re-inspection. Partially completed correction lists may result in a re-inspection fee. Such fees must be paid prior to scheduling subsequent inspections. Our experience indicates re-inspection fees usually delays a project by a minimum of one full workday and possibly more.

## SPECIAL INSPECTIONS

- **Additional responsibility.** Special inspections do not relieve the City's responsibility to perform the inspection. You must request City inspections for all structural components prior to coverage or placement of concrete.
- **WABO Certification required.** Non-certified inspectors are not authorized to work within the City of Mount Vernon. It is the responsibility of the project superintendent to assure that special inspectors possess proper credentials. Such credentials must be available for review onsite by City of Mount Vernon personnel any time the special inspector is performing onsite work.
- **Structural fill.** Unless bearing on native, undisturbed soils, all foundation bearing surfaces are to be verified as in compliance with an approved soils investigation report. Minor fills for single story wood framed projects may be approved at the discretion of the jurisdictional inspector without a soils report.
- **Welding.** All site welders must possess current WABO certifications. All steel fabrication that takes place off site must be performed in ICC or WABO certified fabrication shops. It is the contractor's responsibility to verify that off site fabrication is from a certified facility and to provide evidence of such to the jurisdictional inspector upon demand.
- **Field reports.** Reports are to be retained on the jobsite in electronic or paper form. Discrepancies shall be brought to the immediate attention of the contractor for correction. If they are not corrected, the discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of the work. Special inspection agencies are required to submit field reports to the building department at least weekly.
- **Final reports.** A final report from the special inspection agency or agencies must be received by the City of Mount Vernon Building Services Division prior to temporary or permanent occupancy. The report must clearly demonstrate that the special inspection agency is satisfied that items under their purview have been installed in compliance with the approved project drawings and specifications.
- **Structural observation.** When structural observation is required a final report from the engineer of record will be required prior to temporary or permanent occupancy. The report must indicate that the items under the purview of the structural observation program have been installed in compliance with the approved plans and specifications.

## CONCRETE

- **Foundation elevation.** Consideration of all existing street, curb-gutter and sidewalk elevations is imperative as compliance for accessibility into the structure off the Right of Way will be the responsibility of the contractor performing the work.
- **Inspector onsite during concrete placement.** Special inspectors (when required) are always to be onsite when concrete is being placed.
- **Reinforcement.** Placement and grade of reinforcing elements are to be verified prior to coverage. Reinforcing is to be tied in place and able to resist displacement prior to inspection. Wet setting of reinforcement and embeds (HD's, stud rails, plates/bolts etc.) will not be approved.
- **Bond inhibiting agents.** Loose scale must be removed from reinforcement. Form oil or other deleterious materials present on reinforcement will result in a rejection and possible delay in the project.
- **Add-mixtures.** Additives to concrete must be pre-approved by the project's responsible design professional and by the City of Mount Vernon prior to use. Calcium chloride is not allowed in structural concrete.
- **Design mixes.** Design mixes must be pre-approved by the design professional in charge and the City of Mount Vernon prior to implementation into the project.
- **Air entrainment.** When required by the design professional, air entrainment content must be tested and documented by the special inspector.
- **Changes to design mix.** Changes in design mix (including addition of water) must be pre-approved by the responsible design professional and the City of Mount Vernon.

- **Slump.** Slumps are absolute unless plus or minus tolerances are specifically called out by the design mix.
- **Water-Cement ratio.** The water cement ratio shown in the approved construction documents is not to be exceeded without prior written authorization from the City of Mount Vernon.
- **Consolidation.** Vertical concrete must be mechanically consolidated (vibrated). Non-consolidated structural concrete will be required to be removed and replaced.

## OCCUPANCY

- **Approval required.** It is unlawful to use any portion of a building prior to issuance of a Certificate of Occupancy. When obtaining a Certificate of Occupancy all relevant City departments must inspect the project and approve. Persons other than those directly involved with the construction process must not be allowed to use the structure for any purpose until the City has issued a Certificate of Occupancy.

Stocking the building with products or non-fixed furniture or non-fixed equipment, training the employees of a business or any other use not directly part of the actual construction process is not allowed prior to occupancy approval. Such activities are specifically prohibited prior to issuance of a Certificate of Occupancy or a Temporary Certificate of Occupancy.

- **Temporary Certificate of Occupancy.** The building code allows for issuance of a Temporary Certificate of Occupancy provided that all relevant City departments have inspected the project and finds that no significant hazard exists. Consideration of Temporary Certificates of Occupancy are based upon several factors and determined on a case-by-case basis dependent upon the amount and significance of work remaining, the contractor's history of compliance with the City and the building owner's need to occupy the structure before completion. There is an application that is required to be completed and a fee of \$100.00 for the first TCO and \$250 for each extension.

## EROSION CONTROL

- **Strict compliance.** Building inspectors work closely with their Public Works counterparts to assure compliance with clear water standards. Erosion control systems must be maintained throughout the project. Mud or dirt is not allowed on City roads. Provide wheel wash if needed to prevent mud from being tracking onto City roads. Failure to keep the streets free of mud will result in severe penalties. Street sweepers are not to be used as an alternative for keeping the streets clean.
- **Temporary Erosion and Sedimentation Controls.** Typically, the first requested inspection should be verification of TESC. This must take place prior to any land disturbance.
- **Concrete wash areas.** A concrete washout area must be provided. The general contractor is responsible for the actions of their subcontractors and suppliers and will be held accountable for charges incurred for inspection and cleaning storm systems should they be used as concrete cleanup areas.
- **Maintenance of controls.** TESC in conjunction with BMP's are to be maintained until permanent systems are in place and approved by the jurisdictional inspector. Failure to maintain TESC may result in a stop work order until such systems are repaired and approved.

## ENVIRONMENT

- **Hours of operation.** Construction site noise is prohibited prior to 7:00 AM or after 10:00 PM. The term "noise" includes warming up of construction equipment, back-up alarms or any other sounds, which disturb neighboring properties.  
Noise violations may result in a stop work order for your project and/or the imposition of monetary penalties. The City will not tolerate public disturbance noise.
- **Trash.** Trash containers must have closable lids. Dumpster lids are assumed to be kept closed or have means to control debris from wind. Trash, litter, or debris originating from a construction site must be cleaned immediately.

- **Site Conditions.** Construction site are to be kept in safe, orderly and sanitary conditions. Our inspectors are not allowed to perform inspections at site or inside of buildings that are disorderly or unsafe.

## **AGENDA**

Following is a general outline of the flow and items that will be discussed at Pre-Construction meetings.

- A. Introductions
- B. Project Review and Special Conditions
- C. Requirements and Procedures
- D. Inspections
- E. CO and TCO
- F. Other