

Lawrence, Kansas Building Safety Division: Pre-Construction Meeting Policy

To facilitate code-compliant new construction, additions, remodeling and/or change of occupancy for commercial building permit projects (all permit projects other than one- and two-family), the Building Safety Division (BSD) will offer and encourage pre-construction meetings at the time a commercial building permit is issued (or about the time construction is initiated). Pre-construction meetings will be required for certain types of projects. The permit applicant/project General Contractor (GC) will be notified by BSD staff if a pre-construction meeting is required at the time the building application is approved and made ready to issue. A required pre-construction will generally need to be scheduled before the building permit is released.

The primary objectives of a pre-construction meeting include: (1) to review pertinent City codes, policies, procedures and expectations; (2) to establish open lines of communication among Staff, the General Contractor (GC), subcontractors and project owners for the duration of the project; (3) to review the GC's projected construction schedules; and (4) to assist the GC, the project owner and, when applicable, the project tenant to successfully obtain a Temporary Certificate of Occupancy (TCO), when necessary, and a required Final Certificate of Occupancy (CO) for the building permit project in an efficient and timely way.

Pre-construction meetings will generally include the following agenda/discussion items.

Note: *For smaller, less complex projects, some agenda items below may be omitted.*

- Projected construction start date and time-lines for completion of major milestones.
- Preparation of the site for construction (construction traffic, keeping public ROWs clean/open, equipment staging, etc.).
- Site access and maintenance during construction (site/job trailer access, access requirements for Fire, BMPs for storm water management, protection of pedestrians/public from construction site, general site maintenance).
- Overview of required City inspections (BSD, Fire, Site Plan) and, if required by the permit, expectations for completion, documentation and submittal of special inspection results and reports to the City, including any required soils reports and/or geotechnical evaluations.
- Review of where approved project plans and permit job card will be found on the site, and inspector site access protocols and issues, if any.
- Job site contractor and trade licensing job oversight and employee supervision guidelines.
- If final plans and drawings must be submitted for required fire alarm and/or fire suppression systems/fire lines, the deadline for submission to Fire Staff for review, required revisions, if any, and Fire Staff approval.
- Procedures and expectations for scheduling of required City inspections by the project GC and subcontractors, including fees and scheduling of extraordinary City inspections.
- Procedures/expectations for City inspector documentation and communication of inspection results.
- Process for obtaining final required City trade (MEP), fire, storm water, City public utility, site plan and building inspections and approvals.
- Process for requesting and obtaining a Temporary Certificate of Occupancy (TCO), if necessary, for stocking, installing furnishings or training staff, or to obtain City approval for partial, limited and/or conditioned general public occupancy.
- Process for requesting and obtaining a required Certificate of Occupancy (CO) for the building project.
- Emphasis on open and clear communication among inspectors, building project contractors, project owner and, if applicable, tenant/s.