



Pre-Construction Meeting Handout

Information Bulletin
No. IB-034
Effective: April 10, 2023
By: Chief Building Official
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

City Contact Numbers:

Building Inspectors	(925) 671-3330
Permit Center	(925) 671-3107
Planning	(925) 671-3152
Engineering	(925) 671-3361

Inspections Requests

- Do not request inspections unless work to be inspected is completed, inspected by the special inspector, and according to the official approved APPROVED COPY plans.
- If upon inspection work is not ready for inspection, a re-inspection fee will be assessed.
- To request inspections, submit a request online at <http://www.cityofconcord.org/BuildingInspections> by 11:59 p.m. the day before the inspection is being requested for, but not more than one business day in advance.
- To find out the time window the inspection has been scheduled for visit <http://www.cityofconcord.org/BuildingInspections> after 8 a.m. on the day of the inspection.
- The Building Division will try and maintain the same inspector for the duration of the project.
- Must notify project planner 3 business days in advance of project completion (including landscaping). The planner will perform their final inspection within 3 business days of project completion.

Work Hours

- **Work may only take place during work hours approved in the Conditions of Approval (COA's) from the Planning division.**
- If COA's do not specify hours, work may only take place during hours adopted by City Ordinance:

Monday-Friday	7:30am to 6:00pm	
Saturday	8:00am to 5:00pm	
Sunday	8:00am to 5:00pm	Commercial Districts Only
- The Building Official is authorized to modify the permitted hours of construction.
- In order to work after-hours (outside of the allowable hours of construction), an after-hours work permit must be applied for and approved. Applications **must be submitted (3) business days prior to the after-hours work being performed.**
- **It is the responsibility of the contractor to ensure all subcontractors only work during approved hours. This includes deliveries and set up. Subs should not have access to site without contractor.**

Procedures

- Storm Water Pollution Prevention Plan (SWPPP) must be in place and maintained year round as part of your Best Management Plan (BMP).
- At or before the foundation inspection contractor must provide to the Building Inspector the following documents.
 - Pad elevation Certificate (Typically provided to Engineering Inspector)
 - Compaction Certification
 - Site Survey Certification
- Special Inspection.
 - All work requiring special inspection must be left uncovered for inspection by the Building Inspector.
 - Daily reports by the special inspector must be made available to the inspector at the time of inspection for review.
 - If the Building Inspector deems the special inspector's performance to be substandard, a replacement special inspector will be required. If a subsequent second and third special inspector also perform at substandard levels, a new special inspection company will be required.
- Changes to the reviewed plans (RFI's or Revisions) must be submitted to the City for plan review prior to proceeding with the work. It is the responsibility of the permit holder to obtain necessary approvals from appropriate agency for revisions.
 - Revisions must be submitted through the City's Virtual Permit Center and must be signed and stamped by the design professional of record.
 - If revisions have taken place in field, Building Inspectors will not inspect the work until plans of the revision have been approved and an official APPROVED COPY is on site during the inspection.
- No work shall be covered without first obtaining required inspections from the appropriate agency.
 - Any work covered will be subject to Building Inspections policy for work covered or concealed without inspection.
- Construction trailers, other than those used solely for the storage of materials, must be provided with ADA access including ramps and restrooms.