



Pre-Construction Meeting

Community Development - Building Division
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A Pre-Construction Meeting is required with your Building Inspector for major development projects, new buildings, and major tenant improvements. The Building Division's goal is to foster a transparent, cooperative, and team-based working relationship with the public in order to achieve a smooth, safe, and timely completion of the construction project with as little disruption to the surrounding community as possible. In order to meet that goal and so that the public has the information needed to be prepared to meet our expectations, the following list of Pre-Construction Meeting discussion points and expectations is being provided for reference. This list also applies to other types of projects where a Pre-Construction Meeting is not required or requested and is recommended to discuss any of these items with your inspector as needed.

1. Intro/ welcome to the City and being good neighbors
2. Noise/working hours: 7 – 8 Mon – Sat & 10 – 6 Sun and Holidays. See information bulletin: “Construction Noise – Permitted Work Hours”
3. Dust & NPDES: Building inspector may verify features such as wattles, wash-outs, shaker plates, and filtration systems are in place and being utilized properly and refer violations to appropriate regulatory authority. For more information about NPDES requirements and permits please refer to Department of Water and Power, Regulatory Compliance Division.
4. Water: Building inspector may check for legal water connections and cross connections. Water for construction shall be taken only from city issued meters or jumpers set by DWP, or a water truck or tower used strictly for potable water. All water connections shall be protected with an approved backflow device at all times.
5. Jobsite safety – OSHA regulations shall be followed at all times.
6. All work shall be ready for inspection and all inspections shall be called in and scheduled through the City and not directly with an inspector. See handouts: “How to Request an Inspection Online” and “Inspection Request by Fax”
7. Do not conceal any work prior to written inspection approval. See handout: “When to Call for Inspections – Typical Wood Frame Structures”
8. It shall be contractor's responsibility to have all inspections approved in writing on the official job cards. Any inspection approvals from other departments such as PW or Fire under Building's scope of authority shall be documented in writing on the Building job card.
9. Special Inspectors work under the authority of the AHJ, need to be registered with the city for each project and their registration needs to be on site, and their inspection report needs to be on site and available for the City inspector for items requiring special inspection.

10. Structural Observations – Any required reports shall be provided to Building Inspector at the time of inspection. Review and familiarize with special inspection and structural observation requirements for project.
11. All work shall be in accordance with the Building Division “Approved” plans.
12. Any deviations from the Approved Plans need to be submitted for plan check and all approved plan check revisions shall be kept on site with the approved construction documents and made available to City representatives. See handout: “Revisions to Approved Plans”
13. Deferred Submittals – Required to be submitted and approved prior to installation or inspection. Review and familiarize with deferred submittals and “under separate permits” for project.
14. Partial approvals and unit inspections – All partial approvals shall be documented in writing on supplementary inspection card or Unit Inspection Matrix. Marks on approved plans shall be made by city inspector only and are intended as a visual aid only - they do NOT substitute for detailed written approval on official job cards for partial inspections.
15. Floor sheathing/roof sheathing inspections and requirements: For floor sheathing to be approved and construction of the next story to continue, shear assemblies of stories below shall be substantially completed or Report of Structural Integrity shall be filled out by engineer of record and provided to the Building Inspector at the time of inspection. Other options such as temporary bracing may be approved by the Building Division on a case-by-case basis depending on the type of structure after consultation with the contractor and engineer. For roof sheathing inspections, any deferred truss calcs or drawings shall be stamped and approved by the City and on site. See handout: “Deferred Plan Submittal for Truss Calculations and Shop Drawings”
16. Shear inspections – All disciplines shall be installed in exterior shear walls. See handout: “When to Call for Inspections – Typical Wood Frame Structures”. The building shall be loaded as appropriate and all shear assembly components and hardware such as strapping, hold-downs, and tie rods shall be in place and set/configured for this inspection.
17. Utility releases, CofO, and TCO processes: See handouts and discuss.
18. Permit expiration: If the project is inactive, building permits expire one year from issuance date and may be extended for no more than 180 days with due cause if extension request is submitted prior to expiration. For the project to be considered active, a major stage of construction is required to be completed and approved every 180 days – partial inspection approvals do not meet this requirement. Deferred features and building permits for the site related to the primary structure may be tied to the activity of the primary building permit. See form: “Request for Permit Extension”
19. Communication methods and share contact info
20. Roundtable discussion, questions, concerns, any special considerations of project