

CITY OF O'FALLON

PRE-CONSTRUCTION MEETING AGENDA

Project Name: _____

Project Location: _____

A) *Introductions:*

City of O'Fallon Representatives:

Building and Zoning

Jerry McNulty (Commercial Building Inspector)

Chad Truran (Building Official)

Public Works

Adam Gerstner (Project Engineer Public Works)

Dwayne Gross (Senior Engineering Inspector Public Works)

Project Representative: _____

Signature: _____ Date: _____

B) *Points of Contact (Please provide Phone #'s and email also):*

General Contractor: _____

Project Supervisor: _____

Site Work: _____

Footing/Foundation: _____

Plumbing Contractor: _____

Electrical Contractor: _____

Framing Contractor: _____

HVAC Contractor: _____

Fire Alarm Contractor: _____

Fire Suppression Contractor: _____

Special Testing Firm: _____

C) *Once the building permit application process has been completed and the permit has been paid for:*

1. Construction documents stamped as "Approved – No Exceptions" must remain on the job site during the construction process. These documents include structural, electrical, mechanical, plumbing, steel, fire alarm, and fire sprinklers.
2. Discussion of revisions regarding the prints during the construction process. Plans must be redrawn (if necessary) and submitted to the Planning & Zoning office for review and approval.

D) *Access Issues:*

1. Gravel/rock entrances must be installed to serve the project and or the site of construction. This helps reduce the clean up of the public right of way and reduces phone calls complaining about mud on the streets.
2. Clearly marked lot and or building numbers.
3. Hours of operation: 6:00 a.m. to 10:00 p.m.
4. Access for inspectors outside of the hours of construction - i.e. If the doors are locked, where is the key? Whom do we call?
5. Sanitation facilities must be provided on the construction site and available to all workers.
6. Burning of any type of materials is prohibited within the city limits of O'Fallon.

E) *Siltation control:*

Siltation control issues including protection of City of O'Fallon infrastructure, natural drainage, and public right of ways, streets, sidewalks, ditch, etc. are to remain free of mud and debris and should remain clean and useable during the project build out. **No inspections will be conducted until all silt control devices and measures have been installed, inspected and approved by the O'Fallon Planning & Zoning Department. The responsibilities to maintain, service, and monitor siltation are the responsibility of the applicant. Failure to maintain, service, and replace or add additional control devices as warranted will result with a Stop Work Order for the entire project. Work will not be able to resume until corrective action has been performed, inspected and approved by the Planning & Zoning and Engineering Departments.**

F) *Building Inspections:*

All additional "special" circumstances have been addressed and understood. The pre construction soil analysis has been completed. Verification of the soil analysis prior to the placement of the concrete in the footings will be required. Concrete cylinder testing will be required for all structural or load bearing concrete, and cube samples for the mortar used for structural block masonry. The cylinder testing and cube sample must be performed by an ACI certified technician. The ACI certified technician must be present at the time of the inspection. If the technician is not present, the inspection will fail and the project will cease. Listed below are the required inspections. Inspections called in prior to 10:00 a.m. AND ready before 10:00 will be performed on the same day. Inspections called in before 10:00 a.m. but not ready until after 10:00 a.m. will be performed the next business day. All inspections called in after 10:00 a.m. will be performed the next business day. The required inspections for the fire alarm and fire sprinkler systems must be scheduled a minimum twenty four (24) hours in advance. All inspections must be scheduled through the O'Fallon Planning & Zoning Department at (618)624-4500 x 4.

1. Footings and column pads (interior and exterior).
2. Foundations (CMU or poured concrete).
3. Underground rough plumbing.
4. Underground rough electric.
5. Electric service.
6. Rough framing.
7. Rough mechanical.

8. Rough electric.
9. Rough plumbing.
10. Wallboard. First and second layer for rated walls.
11. Fire Line and Fire Department Connection. The fire line will require a visual inspection of the piping and all thrust blocks prior to backfilling. The fire line must be pressure tested and flushed prior to connecting to the sprinkler system.
12. Fire sprinkler system.
13. Fire alarm system.
14. Kitchen hood inspections include the duct welding prior to installation and the hood dump. The hood dump must be scheduled (24) twenty four hours in advance through the Planning and Zoning Department.
15. Above ceiling inspection for electrical, mechanical and structural (prior to installing the ceiling panels).
16. Final building inspections include; Structural, electrical, mechanical, plumbing, elevator, fire alarm, and fire sprinklers.
17. Handicap parking space: The area designated for handicap parking must be inspected prior to installing the solid surface parking lot.
18. Final site inspections include; parking lot striping, accessibility requirements, sidewalks, landscaping, and signage.

E) *Special Inspections:*

1. Steel welding or bolting.
2. EIFS exteriors.

G) *Public Infrastructure Inspections:*

1. Sewer Tap – proper connection to sewer main verified by sewer department before backfilling
2. Water Tap – any hot tap to existing water mains shall be inspected by water department before backfilling. Water service/meter taps will be completed by the water department.
3. Storm Sewers – any connection to existing storm sewer infrastructure shall be inspected by Public Works before backfilling
4. Sidewalks – sidewalks to be constructed on public right-of-way shall have forms inspected by Public Works for ADA compliance before being poured.
5. Final Site – Items for final site include: grading of site for proper drainage, detention areas constructed per plan, all hydrants, meters, valves and manholes exposed and in proper locations

H) *Amendments to the plan during construction:*

1. Authorization of changes is required to be obtained prior to making changes.
2. Submission of changes on a formally drawn print by the design professional will be required.
3. Review and authorization of changes will be required by the Planning & Zoning Department.