



CITY OF MESA
DEVELOPMENT SERVICES
PRE-CONSTRUCTION MEETING CHECK LIST

PROJECT STREET ADDRESS: _____

PERMIT # _____

THIS CHECKLIST IS TO BE USED AS A GUIDE WHEN HOLDING A PRE-CONSTRUCTION MEETING FOR A NEW COMMERCIAL PROJECT. THIS IS A GENERIC LIST AND IS PROVIDED AS A GUIDELINE. COMMERCIAL PROJECTS DIFFER IN SIZE AND SCOPE SO YOU MAY WANT TO ADD OR IGNORE SOME OF THESE ITEMS DEPENDING ON THE PROJECT. IT IS RECOMMENDED THAT THE PRECON MEETING BEGIN IN THE CONSTRUCTION TRAILER ON SITE.

- _____ 1. Verify that the Address is posted in a visible location. If it is not, discuss with project superintendent.
- _____ 2. Discuss access to the site and address track out prevention.
- _____ 3. Confirm the construction hours, discuss requirements for working outside of the permitted construction hours.
- _____ 4. Confirm/discuss the required fire access, fire lanes and water supply for fire suppression.
- _____ 5. Discuss Dust Control.
- _____ 6. Verify that the site has been enclosed by construction fencing and that the fencing will prevent dust and debris from leaving the site.
- _____ 7. Discuss Safety, for you, as well as construction personnel.
- _____ 8. Determine a location for the City Approved Plans. These plans must be available at all times. Discuss how plans will be utilized for partial inspections (highlighting and initialing the plans for example).
- _____ 9. Discuss the Deferred Submittal process. Work included in a deferred submittal may not begin until the deferred plans have been approved and are available on site.
- _____ 10. Confirm if a Retention Letter will be required at project completion. Discuss how you will require the letter to be provided.
- _____ 11. Confirm and discuss all required Special Inspections. Discuss how you will require the Special Inspection Certs to be provided.
- _____ 12. Review the fire caulking procedure with the superintendent, if applicable.
- _____ 13. Provide the web address for DIMES and discuss how to request/schedule inspections. If the superintendent does not have an ACA account set up, direct them to the DIMES

website for instructions. Discuss with contractor what inspections are required if they are not familiar with Mesa's requirements.

- ___ 14. Discuss how Fire Inspections are requested and scheduled through DIMES and/or IVR.
- ___ 15. Identify and explain the Holds/Notices (Conditions) that have been applied to their project. Include the Fire CAD condition and direct them to Robert Perez if necessary.
- ___ 16. Confirm that the correct detail for Trash Enclosures has been incorporated into the approved set of plans. If they do not have the correct detail, direct them to the City Website, MesaAZ.gov, to obtain the Engineering detail.
- ___ 17. Discuss any/all activity that will take place in a PUFEE (Public Utility and Facilities Easement) and who is responsible for the inspections.
- ___ 18. Confirm with the Superintendent that they have been in contact with their Engineering Inspector. If they have not been in contact with their Engineering Inspector, suggest they set up a meeting with them to go over what their expectations are.
- ___ 19. Confirm/verify that the superintendent has been in contact with Industrial Pre-treat if a grease interceptor is required for the project. Provide the information if they do not know who to contact.
- ___ 20. Provide contact information for Utility Operations for BacT testing and backflow.
- ___ 21. Confirm any required Demo permits have been obtained.