

# PRE-CONSTRUCTION MEETINGS



Pre-Construction Meetings occur after project plans are approved, and prior to permit issuance.<sup>1</sup>

NOTE: The Pre-Construction Meeting does not automatically release approved plans. Coordination with the Permit Plan Desk is necessary for Permit Issuance.

## WHO SHOULD ATTEND

The purpose of the meetings is to make sure that the contractors doing the work are fully aware of requirements that have been agreed to during the permitting stage.

- **Superintendent / Foreman** that will be on site during construction (required)
- **Architect and/or Engineer** that will be responsible for accurate submittals of field revision requests (recommended)
- **Representative of the Owner** to attend (recommended)

## COMBINED PRE-CONSTRUCTION and SEPARATE PRE-CONSTRUCTION OPTIONS

- ❖ If it is anticipated that the Work Order (WO) and/or Site Development Permit(s) (SDEV) and Building Permit(s) will be issued at the same time, one pre-construction meeting can be scheduled with the Project Coordinator to cover all of the requirements.
- ❖ If issuance of the WO/SDEV is going to occur earlier than the associated Building Permits, the request for the Site pre-construction meeting can be scheduled with the main Project Coordinator or Site Development Reviewer if a coordinator has not been assigned.
- ❖ The Building pre-construction meeting will be scheduled by the Project Coordinator. If a Coordinator is not assigned, contact [Application Services](#) to schedule this meeting.

## SITE DEVELOPMENT / WORK ORDER DOCUMENTS NEEDED PRIOR TO THE PRE-CONSTRUCTION MEETING

- **Emergency Contact.** A phone number and email should be provided for a 24-hour emergency contact, as well as, the contact information for the Superintendent / Foreman, and a designated agent for Financially Responsible party.
- **Notification to neighboring properties.** A dated copy of the letter sent, as well as, a list of addresses that the letter was sent to. (This is only applicable for SDEV and WO Permits.) A template for the Neighborhood Notification Letter is available in the [Resource Library](#).
- **Traffic Control Plan (TCP)** will need to be sent to the Project Coordinator and Traffic Reviewer. The TCP shall address the [Pedestrian Accessible Route \(PAR\)](#) as well, where applicable. The TCP submitted as part of the Work Order will only cover active off-site improvement work. If there is a need to block off the sidewalk to stage equipment, a separate [RUSE](#) is needed.
- **Work Schedule** will need to be sent to the Project Coordinator.
- **Material Testing** information (name of agency) will need to be sent to the Project Coordinator.

## BUILDING DOCUMENTS NEEDED PRIOR TO THE PRE-CONSTRUCTION MEETING

- **Special Inspection Forms** will be needed. Forms are available here: <https://www.tacomapermits.org/building-code-library>
- **Completed ROCC Requirements** if applicable. [Right-of-Way Occupancy \(ROCC\) permit requirements](#)

<sup>1</sup> For information on pre-application/pre-development meetings, please refer to our [Pre-Application Requests Tip Sheet](#).



*Note: This Tip Sheet does not substitute for codes and regulations.*

*The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.*

**More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030**

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

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## ADDITIONAL ITEMS TO VERIFY PRIOR TO MEETING

- Business License and Bond Requirements – A permit will not be issued unless:
  - Contractor has active [Business License](#)
  - Contractor has [ROW Bond](#) on file
  - All other bond requirements are met
- Location of Existing Utilities
  - The Contractor shall call the utilities underground location center for field location of utilities, in this regard the contractor shall utilize the “One Call System” telephone 1-800-424-5555.
- Construction Staging

Any anticipated impediment of access to public infrastructure, including streets and sidewalks for any duration of time, resulting from third party uses and/or closures of the abutting street rights of way for construction or staging activities will need additional review and permitting. Plan on submitting for these permits ahead of time, so that your project is not delayed.

  - [Right-of-Way Use Permit \(RUSE\)](#) - 90 Day Maximum for Construction Staging
  - [Right-of-Way Occupancy \(ROCC\) Permit](#) – Required for 90+ Days Construction Staging (This will need to be separate from any ROCC issued for Shoring)
- Plumbing Permits Affecting Groundwork

If submittal of Mechanical, Plumbing, and Electrical (MEP) plans were included and reviewed concurrently with the submittal of the BLDCN package, Mechanical and Plumbing permits will be issued as separate permits with associated fees at the time of Building Permit issuance.

If the owner/designer indicated during the Building Permit review that mechanical and plumbing permits will be submitted separately, then those permits will be reviewed in accordance with the [timelines posted on our website](#).

Since plumbing installations need to be considered as part of the groundwork and foundational components of a building, it is recommended that the Plumbing Permit for this scope of work be submitted as soon as possible, if not already obtained by the time of the pre-construction meeting.

- Fire Permits Affecting Groundwork

A separate submittal and permit are required for the installation of the underground sprinkler system supply line and fire department connection.

Since the installation of this connection will need to be considered as part of the groundwork and foundational components of a building, it is recommended that the Commercial Fire Permit for this scope of work be submitted, as soon as possible, if not already obtained by the time of the pre-construction meeting.

All underground work for the fire sprinkler system must be by a State of Washington licensed fire sprinkler contractor, Level 'U' or III. Plans are to bear a PE stamp or Level III sprinkler designer stamp as well as the Level U or Level III sprinkler contractor stamp of the installing contractor. The installing contractor must also be properly licensed with the City and also hold a City of Tacoma Fire Protection license.

## PAYMENT OF FEES

**WO / Major Level 2 SDEV Permits** are billed monthly on an hourly basis. The [Fee Estimator](#) lists hourly rates.

Fees associated with **Building Permits** and **Major Level 1 SDEV Permits** are due prior to permit issuance and will be invoiced after plans approval. (Minor SDEV Permits are unlikely to trigger the need for a pre-construction meeting.)

Once the fees have been invoiced, online payment can be made following these steps:

1. Login to your [Tacoma Permits \(ACA\)](#) account
2. Select record under **My Records**
3. Select **Fees** under the **Payments** drop down menu
4. Select the **Pay Fees** link
5. Select **Check Out** and follow the remaining prompts to enter payment information.



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