
PRE-CONSTRUCTION MEETING AGENDA

(For Developers/General Contractors)

Meeting Purpose

The purpose of the meeting is to review the general-procedural and unique, project-specific requirements for the project. It also allows each discipline to go over project requirements and for the contractor to have the opportunity to ask questions. This high-level meeting is not intended to replace other discipline-specific preconstruction meetings.

Combined Pre-Construction and Separate Pre-Construction OPTIONS

- If it is anticipated that the Site Development Permit(s) and Building Permit(s) will be issued at the same time, one pre-construction meeting can be scheduled with the Building Services Manager to cover all the requirements.
- If issuance of the Site Development Permit(s) is going to occur earlier than the associated Building Permits, the request for the Site pre-construction meeting can be scheduled with the Development Engineering Services Manager.
- The Building pre-construction meeting will be scheduled by the Building Services Manager.

Building Documents Needed Prior to the Pre-Construction Meeting

- Emergency Contact
- Contact List and Project Information Form
- Project Schedule & Project Phase plan; Construction Staging
- [Traffic Control Plan](#) for Traffic Reviewer
- [Special Inspection Forms](#)

Additional Items to Verify Prior to Meeting

- Business License and Bond Requirements – A permit will not be issued unless:
 - Prior to start of work, all contractors and subcontractors are required to obtain a City of Lynnwood Business License and shall have it on-site for inspector verification.
 - Also, Contractor has ROW Bond on file and all other bond requirements are met.
- Payment of Fees – A permit will not be issued unless:
 - Prior to start of work, all applicable permits shall be approved, paid for, and issued. This includes civil, building, plumbing (including landscape irrigation and fire sprinkler systems), mechanical, and electrical.
 - All Land Use permits shall be approved, paid for, and recorded before the meeting.

INSPECTION REQUESTS:

DBS PORTAL setup

- Access the [Online Permit Portal](#) and select the link for requesting inspections online.
- In order to request an inspection an individual must [register for an account](#). If you were not given access, please contact our Permit Center at (425) 670-5400.
- See the below for additional Inspection Request information

Inspection Requests

- Please request site & building inspections [online](#) by 4 pm the day before the inspection is needed.
- Timing of the inspector's arrival may vary.

1. Introduction:

- Identify name, company, role, etc. Review the emergency contact, Contact List, and Project Information Form.

2. Overview of Project:

- Review the Project scope, General Schedule, Project Milestones, and Targeted occupancy Dates. (contractor/owner)
- **Contractor/owner to provide project summary and identify design issues that are unique to this building and questions they want to be addressed:**
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3. City of Lynnwood Rules/Regulations:

Work Hours & After Hours Work

- Work hours are Monday- Friday, 7am to 6pm ([LMC 10.12.300#13](#))
- Weekend and after hours work requires a [permit](#). Each permit is valid for 3 consecutive weekends. On-site inspections will not be allowed unless approved by the Development Engineering Supervisor.

No Sunday or Holiday work allowed.

- Each violation may be assessed a civil fine and/or work stoppage per Lynnwood Municipal Code (LMC).
- After hours work requires a noise variance [permit](#). See the [Development Engineering Permits](#) webpage and navigate to “After Hours/Weekend Work”

Haul Routes

- Please provide haul routes for earthwork and construction materials delivery traffic to the city for review and approval. Email haul route map(s) to your inspector.
- The city may require revision of the route during the project to mitigate for unforeseen problems.

Damage To Existing Conditions

- The General Contractor is responsible for damages to city property, pavement, walks, utilities, or underground cables, including adjoining property.
- It is strongly recommended to video record the existing conditions of the surrounding areas and submitting the video to the city prior to the start of any work. Email photos and/or recordings to your inspector.
- Traffic signal detection loops damaged by construction will be replaced by video detection at the contractor’s expense unless directed otherwise by the City Traffic Engineer.
- Tree replanting must comply with LMC

Fire hydrants

- Fire hydrants must be always accessible and must be within 300 feet of any portion of the building.

Traffic Control

- Traffic Control must strictly adhere to the [Manual of Uniform Traffic Control Devices](#) (MUTCD) standards.
- No full road closures will be allowed unless approved by the City Traffic Engineer.

Sanitation facilities

- Sanitation facilities shall be provided on-site prior to any construction. This includes any groundbreaking or clearing and grading.

Temporary Address number

- Temporary address numbers must be visible during construction.

Temporary Construction Sign

- Temporary construction banner signs may require a separate Sign permit. Contact a Planning staff at 425-670-5410.

City-approved permit and drawings

- City-approved permits and drawings shall be available to the City inspector at all times during a requested inspection. Electronic plans will need to be printed in color for the site copy.

Plan Revisions & As-Builts

- Please keep us informed about plan revisions, RFIs, etc. – this will help us to anticipate your changing needs. Email your Development Engineering/Building inspector when changes occur.

Schedules/Communications

- Please provide your inspector a monthly schedule – this will help make sure that staff is available for upcoming inspections. Email your inspector when changes occur.
 - Alternatively, email your inspector your weekly progress and what you expect to complete next week. (Civil only: 2-3 progress photos are encouraged.)
- If your group has an organized communications platform such as Microsoft Teams or Google Docs, please invite your assigned inspector to it.
- Notify the city of any positional changes in order to keep the contact sheet up to date.

Separate on-site pre-construction meetings may be required for the following:

- Change in site superintendent and/or contractor/developer
- Unsafe work conditions and/or construction violations
- Post-tensioned concrete
- Shotcrete
- Wood framing
- Smoke Control, etc.

4. BUILDING:

Deferred Permit Submittals

- Deferred Permit Submittals must be submitted and approved before the work associated with the Deferred Submittal begins. **The following Deferred Submittals are anticipated:**

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Building Plan Revisions

- It is the architect's responsibility to submit any revisions to plans and submitted to the City for review through [Online Permit Portal](#) (i.e. select the building REVISION_COMMERCIAL type). Plans and supporting documents need to follow the [Electronic Submittal Standards](#).
- Revision will not be reviewed or approved in the field.

Building Inspection Requests: review the DBS Portal

- When requesting inspections, indicate specific instructions in the comments box.
- It is the contractor's responsibility to ensure that the WORK must be completed prior to inspection requests, and safe access must be provided. An unnecessary call for an inspection may result in a re-inspection fee when:
 - An inspection is requested and the plans and permit are not on-site.
 - Corrections previously identified have not been addressed.
 - Work to be inspected is not ready for inspection.
- The re-inspection fee will need to be paid prior to calling for re-inspection. If the contractor has any questions regarding their correction notice, please contact the Development Engineering/ Building inspector assigned to your project for clarification.
- Timing of the inspector's arrival may vary. If an inspection is not completed the day it was scheduled, the inspection will be carried over to the following workday.
- Work cannot continue until the requested inspection is approved, but multiple inspections of the same type may be requested for separate days when construction is ongoing.
- The jobsite shall be clean and guardrails shall be provided at all floor levels where the elevation exceeds 6 feet in height. Failure to do so will result in postponement of the inspection until the situation has been corrected.

Special Inspections

Special inspections shall be called for by the contractor as required by approved drawings. This is the contractor's responsibility.

- When requesting inspections, indicate specific instructions in the comments box.
- Special inspector's reports shall be located on site for Development Engineering/Building inspector's review.
- A copy of special inspector's reports and lab results shall be sent electronically as soon as possible to the inspector of record and assigned permit technician (permits@lynnwoodwa.gov). The Contractor shall immediately notify the Building Department and the design engineer of any deficiencies noted by the special inspector.
- The City requires that the inspection agency, as well as their inspectors, be Washington Association of Building Officials WABO-certified.
- Special inspections do not alleviate the need for City inspections.

L&I Permits and Inspections**Elevators**

- It is the Contractor's responsibility to ensure that the L&I elevator work must be completed and approved by the L&I inspectors prior to occupancy.

Land Use Inspections**Landscaping**

- It is the Contractor's responsibility to ensure that the landscaping work must be completed and approved by a Planning staff prior to occupancy.

Electrical Inspections

- It is the Contractor's responsibility to ensure that each electrical contractor submits their permits and business license information to the City. Work cannot continue until the electrical permits are approved.

Foundation retaining wall Inspections

- For foundation retaining walls with formwork taller than 6 feet, please call for a preliminary rebar inspection once the clearance to forms has been set, but prior to closing the formwork.

Prefabricated roof truss

- Prefabricated roof truss shall not be installed until the design and calculations have been submitted to and approved by the City.

Rooftop Units

- Projects with rooftop air handling units must call for building inspection of connections both from curb-to-roof as well as unit-to-curb.

Framing Inspections

- Electrical, plumbing, mechanical, and fire department inspections must be signed off prior to a framing inspection. In addition, the exterior of the structure must be dried in with a minimum of building paper cover and polyseal. Fire stopping must be complete.

5. Occupancy Process:

Certificate of Occupancy

- Prior to the Certificate of Occupancy (CO), all review divisions are required to sign-off Finals by all divisions.
- It is the City's policy that we no longer grant a Temporary Certificate of Occupancy. A request must be submitted to the Building Official in writing with detailed explanations and reasons for approval.
- Occupancy will not be granted on projects with corrections items related to Fire, Egress, or Accessibility. .

6. Permit Close-out:

- Final Inspection & Closeout Submittal Checklist
- Contact the Permit Center at (425) 670-5400 for any questions.

7. Questions

- Contact the Permit Center at (425) 670-5400 for any questions.