

PRECONSTRUCTION INFORMATION
(COMMERCIAL CONSTRUCTION)

¹Project Address: _____

Project Name: _____

Project Contacts (as applicable):

² Design Professional: <u>OR PROJECT MANAGER</u> E-mail: _____ Phone: _____	Client/Owner: _____ E-mail: _____ Phone: _____
³ Prime Contractor (GC): _____ E-mail: _____ Phone: _____	Owner's Rep: _____ E-mail: _____ Phone: _____
GC's Site Contact: <u>IF DIF. FROM ABOVE</u> E-mail: _____ Phone: _____	Sub: <u>NAME</u> / <u>TRADE</u> E-mail: _____ Phone: _____
Sub: <u>NAME</u> / <u>TRADE</u> E-mail: _____ Phone: _____	Sub: <u>NAME</u> / <u>TRADE</u> E-mail: _____ Phone: _____

Chain of Communication:

- ²All official communications must go through the Designer / Project Manager. The Designer/ Project Manager is responsible for directing communications to and from their consultants, the Contractor and the Owner's / Rep. When project scope does not require a Registered Design Professional per T.C.A. 62-2-102, a properly licensed Prime Contractor may act as the Project Manager.
- ³The Prime Contractor is responsible for directing communications to and from their Subcontractors and to the Designer/ Project Manager or Owner/ Rep if acting as the Project Manager.



INSPECTION INFORMATION (COMMERCIAL CONSTRUCTION)

Project Site Readiness: Job sites without the following needs in place will not receive passing inspections:

- ¹Site address must be readily visible from the public right of way (*City Code Article 12-404, Ord. #3442-97*).
- Portable sanitary facility available for jobsite (*'18 IBC sec 3305.1 & City Code Article 12-301, Ord. #4670-18*)
- Erosion control / silt fence must be in place as required / applicable (*'18 IBC sec 3307.1 & City Code Article 12-301, Ord. #4670-18, & City Storm Water/Engineering Standards*).
- Construction entrance as required / applicable (*'18 IBC sec 3307.1, City Code Article 12-301, Ord. #4670-18, & City Storm Water/ Engineering Standards*).

Approved Plans on Site:

All plans approved for commercial construction bearing the City's stamp which reads **"Reviewed, Copy Shall Be Kept at Jobsite"** must be available to inspectors on site at the time of inspections. Worksites not having such plans on site will fail inspection regardless of work performed (*'18 IBC sec 107.3.1 & City Code Article 12-301, Ord. #4670-18*).

Changes to Approved Plans:

Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents (*'18 IBC sec 107.4 & City Code Article 12-301, Ord. #4670-18*).

Inspection Scheduling and Sequencing:

- Inspections require scheduling 24 hrs in advance. If a specific time of inspection is desired, please call to speak with the specific inspector between 7:30 – 8:00AM on the day of the inspection to work out a time.
- All inspections must be called in by the Contractor / Sub who has purchased the permit. I.E. an Architect, Owner or G.C. cannot call in an Electrical inspection. This helps ensure work will be ready at the time of inspection and allows our Inspectors to most efficiently serve the local building community (*'18 IBC sec 110.5 & City Code Article 12-301, Ord. #4670-18*).
 - Project Address & Permit number are required when scheduling an inspection.
- Inspection sequencing varies according to specific job scope. However, the following should be used as a general guide as applicable (*'18 IBC 110.3.1-110.3.10 & City Code Article 12-104 Ord.#3442-97*):
 - Temp Power
 - Underground Utilities (*scheduled after excavation with lines in place*)
 - Footing / Foundation (*scheduled after excavation, with forms & reinforcement in place*)
 - Slab (*scheduled after excavation, with forms & reinforcement in place*)
 - Mechanical, Electrical & Plumbing Rough
 - Framing
 - Insulation
 - Above Ceiling
 - Fire Wall
 - Special Inspections
 - Finals (*Mech., Elec., Plumb., Bldg., Fire, Site, Landscaping, Zoning*)

PROJECT SITE FIRE SAFETY
(COMMERCIAL CONSTRUCTION)

- Temporary heating equipment ('18 IFC 3303) – devices shall be listed and labeled, comply with appropriate section of code, clearance to combustibles shall be maintained in accordance with the listed equipment, fixed in place and protected from damage.
- Precaution against fire ('18 IFC 3304) – smoking prohibited except in approved areas, combustible debris shall be removed at the end of each shift of work, combustible debris shall not be disposed by burning, open burning is not allowed, cutting and welding shall be done in accordance with IFC ch. 26, temporary wiring shall comply with the electrical code.
- Fire reporting ('18 IFC 3309) – the address of the construction site shall be posted.
- Access for fire fighting ('18 IFC 3310) – approved vehicle access for firefighting shall be provided to all sites, provided within 100 feet of FDC, access road maintained until permanent fire apparatus access roads are available.
- Water supply for fire protection ('18 IFC 3312) – approved water supply shall be available as soon as combustible material arrived on site.
- Portable fire extinguishers ('18 IFC 3315) – not less than one approved portable fire extinguisher at each stairway on all floor levels where combustible material have accumulated, every storage and construction shed, and for special hazards.