



## PRE-CONSTRUCTION MEETING POLICY

Prior to issuance of any building permit and start of any major construction project in the City of Beverly Hills, a Pre-Construction Meeting shall be conducted between the city staff and the owner-developer group as required by the Beverly Hills Municipal Code section 9-1-104 amending the Uniform Administrative Code section 305.9. The one-hour meeting is scheduled by the Plan Review Engineer and takes place in the Department of Community Development. The applicant should contact the Plan Review Engineer to set up a mutually convenient time for the meeting. The meeting will include but not be limited to the discussion items presented in the attached "Pre-Construction Meeting Topics".

It is expected that the owner, developer, contractor, architect and engineer of record attend the meeting along with city staff including; Plan Review Engineer, Planner, Building Inspector, Public Works personnel, and Traffic Engineer. City staff will discuss development requirements, how to obtain City services, and critical project aspects of each discipline pertaining to the discussed project.

Pre-Construction meetings are required for the following types of construction projects:

- New Residential Projects
- Large scale single family dwellings additions/alterations
- Residential projects in the Hillside area
- Projects requiring discretionary approval from Planning Division (e.g. CUP, DRC, DPR, PC, AC approval)
- Commercial Projects
- Projects which require Construction Parking and Management Plans
- Any other project at the discretion of the Plan Review Engineer

The City's website containing expanded pre-construction information may be found at: [www.beverlyhills.org/construction](http://www.beverlyhills.org/construction). General Information includes the following:

- General Information
- Specific Requirements
- Permits and Plan Review Required
- Inspections

**Plan Requirement:** The design architect is responsible to superimpose a copy of the "Pre-Construction Meeting Topics" on the submitted plan set for City approval, which shall be signed as acknowledged by the owner, developer, contractor, architect, and engineer of record.



## Pre-Construction Meeting Topics

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### I. General Information

- a. Construction Work Hours  
Monday –Friday, 8:00 a.m. – 6:00 p.m. (Beverly Hills Municipal Code 5-1-206) Clean Jobsite
- b. Site Maintenance
  - i. Construction Project Daily Maintenance Checklist
- c. Maintenance of the Public Right-of-Way
- d. Tree protection requirements for City Trees
- e. Temporary Water Service & Dust Control
- f. Storm & Waste Water Ordinance/ Dumping in the Street
- g. Porta-Potty Location
- h. Temporary Power Poles
- i. Construction Company Signs
- j. Temporary Fencing & Property
- k. Attractive Nuisances
- l. Open Excavations / Existing Swimming Pools
- m. Fifty – Percent Jobs (Residential)
- n. Noise Ordinance
- o. Construction Parking Plan
- p. Notice of Demolition/Construction Signs
- q. City Observed Holidays – Construction is NOT ALLOWED
  - 1. New Year's Day
  - 2. Memorial Day
  - 3. Independence Day
  - 4. Labor Day
  - 5. Thanksgiving Day
  - 6. Christmas Day(Beverly Hills Municipal Code 5-1-206)

### II. Specific Requirements

- a. Compliance of Resolution / Conditions of Approval
  - b. Special Inspection Requirements
  - c. Architect/Engineer's Observation Reports
  - d. Grading / Shoring Requirements Based on Soils Reports
  - e. Grading Inspection by Soils Engineer
  - f. Sound Consultant (Multifamily)
  - g. Fine Art Ornamentation (Commercial)
  - h. In-lieu Parking
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- i. Bonds

**III. Permits and Plan Review Required**

- a. Demolition
- b. Grading
- c. Shoring
- d. Building
- e. Plumbing
- f. Electrical
- g. Mechanical
- h. After Hours
- i. Fire Alarm
- j. Fire Sprinkler
- k. Landscape and Irrigation
- l. Temporary Certificate of Occupancy
- m. Certificate of Occupancy
- n. Class "A" Street Use
- o. Class "B" Delivery

**IV. Inspections**

- a. How to schedule inspection
- b. Different permit numbers for different permits
- c. Permits Expire
- d. What Inspections Are Necessary
- e. When to Expect Your Inspector
- f. Alternate Work Fridays
- g. Afterhours Inspections
- h. City Business Tax
- i. Worker's Compensation
- j. Re-inspection Fees
- k. Stop Work Orders
- l. Utility Releases
- m. Temporary C of O's/ C of C's/ Final Inspections
- n. Bond Refunds
- o. Electronic Construction Field Reports and Documents – [www.beverlyhills.org/fieldreports](http://www.beverlyhills.org/fieldreports)

**Name**

**Signature**

Owner:		
Contractor:		
Engineer:		
Architect:		
Meeting Date:		Permit Number: <b>BS</b> <span style="border-bottom: 1px solid black;"></span>

**CITY USE ONLY**

Plan Reviewer: <span style="border-bottom: 1px solid black;"></span>	Inspector: <span style="border-bottom: 1px solid black;"></span>
Planner: <span style="border-bottom: 1px solid black;"></span>	