

## Project Construction Documentation (for inclusion in Res Pre-con)

The general contractor shall be responsible for maintaining at the jobsite, accessible to the City Inspector, the following records organized in one or more binders, divided, tabbed, and ordered as listed. The City Inspector shall take possession of the files at permit close out.

**Notes:** (1) Documents shall be black and white only and suitable digital storage; color copies will not be accepted. (2) A separate binder or set of binders shall be maintained for each separate main building, e.g. each home, apartment or condominium building. A single binder may be maintained for all minor or accessory buildings.

1. First Division –Permits shall contain **all permits** including but not limited to encroachment, grading, building, plumbing, mechanical, electrical and miscellaneous permits, each separately placed within a plastic sheet protector.
2. Second Division-Survey/Foundation Memo shall contain: the survey as required prior to foundation approval by Information Bulletin 302; Geotechnical/Foundation Field Memorandum.
3. Third Division- E and P Schematics shall contain each of the following:
  - **Electrical greensheet.**
  - **Schematic of drain waste and vent.**
  - **Schematic of water piping.**
  - **Schematic of gas piping.**

**Note:** (1) For multifamily buildings, a complete set of schematics shall be provided for each unit type; (2) Above specified documents shall contain sufficient information and detail to demonstrate code compliance; (3) After the pilot inspection has been passed for each initial model or unit type, a copy for each, initialed by the assigned City Inspector, shall be separately placed within a plastic sheet protector; (4) A copy of the initialed approved schematics shall be filed for subsequent buildings matching the original model designs.

4. Forth Division-Correction Notices shall contain **all correction notices** issued to the project by City Inspectors.
5. Fifth Division-Material Certifications shall contain **Material certifications** for structural materials or components arranged within material type subdivisions, e.g. masonry units, reinforcing steel, structural steel, concrete (trip tickets). Any required material testing reports, including concrete cylinder testing, shall be filed along with and cross referenced to certifications.
6. Sixth Division- Fabricator Certifications shall contain **all Fabricator certifications**, see Information Bulletin 311 for content specifications
7. Seventh Division- Structural Observation Reports shall contain **all structural observations reports**, see Information Bulletin 251 for report format requirements.
8. Eighth Division- Special Inspector Report [Ref. City of Irvine Special Inspection Manual (SIM)] shall contain **subdivisions** as follows: Special Inspectors- shall contain a **completed affidavit** for each special inspector working on the project along with a copy of the a current City of Irvine **Special Inspector License**; Reports- shall be further

subdivided to contain a **separate section** for each material type or construction system, e.g. concrete, steel, wood. Said subdivisions, shall contain in reverse chronological order- **Final Acceptance Reports** (see section 4.3.2.11 SIM for acceptance statement requirements), all **Daily Performance, Non-Compliance** and **Record of Correction** reports (see sections 4.3.2.8, 4.3.2.9, and 4.3.2.10 SIM for content and format requirements)

9. Ninth Division- Energy Compliance shall contain **all required compliance documentation**. Documentation **SHALL** be completed as the work progresses and in advance of related City inspections. Required documentation typically includes at a minimum the following: (A) CF-6Rs or Installation Certificates-CF-6R-ENV-01, CF-6R-LTG-01, CF-6R-MECH-01, CF-6R-MECH-04, CF-6R-MECH-05); and (B) CF-4R and 6Rs (Certificates of Field Verification and Diagnostic Testing-HERS) as defined by the design.

**Notes:** (A) All CF-documents requiring a HERS rater signature shall bear a registration number from a HERS provider data registry; (B) Forms are available online at <http://www.energy.ca.gov/title24/2008standards/> .

10. Tenth Division- Public Safety Radio System Coverage (as applicable) shall contain **as-built plans, Test Report**, and the **Coverage Certification**. To obtain copies of Information Bulletin 309, [City of Irvine Public Radio System Coverage Testing and Acceptance Procedure](#), and [City of Irvine Certification-Public Safety Radio System Coverage](#) go to:

[http://www.cityofirvine.org/cityhall/cd/buildingsafety/public\\_safety\\_radio\\_system\\_coverage/default.asp](http://www.cityofirvine.org/cityhall/cd/buildingsafety/public_safety_radio_system_coverage/default.asp)

11. Eleventh Division-Miscellaneous shall contain as applicable: (A) **Roof Certification**, applies to wood framed roof systems having a design slope of ¼ inch per foot, see information bulletin 250; (B) Completed **Project Planning Clearance Referral**; (C) **Play Equipment Installation Letter** stating by a person authorized by the manufacturer, stating that the equipment has been inspected and found to have been installed per manufacturer's specifications, and that it complies with minimum playground safety regulations, adopted by the State of California (CA Code of Regulations, Title 22, Division 4, Chapter 22, Article 1-4);

## FIELD DOCUMENTATION TRANSMITTAL, PERMIT CLOSE – OUT

Form Instructions: (1) To be completed by the assigned City Inspector at or before final inspection, except for tract number to be supplied by permit specialist; (2) Verified Documents to be extracted from the jobsite “Project Construction Documentation” file maintained by the Contractor (see pre-construction package for details). Documents shall be collated in the order they appear below. (3) Collated documents with this Transmittal as a cover sheet to be filed with project records by the City Inspector.

Project Address:		Building Permit Number:	Tract Number:
Applicable		Verified	Document Description
Yes	N/A		
			Survey (per Information Bulletin (IB) 302)
			Geotechnical/Foundation Field Memorandum
			Electrical and Plumbing Schematics:
			• Electrical Calculation Sheet and Line Drawing
			• DWV
			• Water Piping
			• Gas Piping
			Material Certifications
			Fabricator Certifications (per IB 311)
			Structural Observation Reports-elements and connections, final (Per IB 251)
			Special Inspector Final Report (per Special Inspection Manual)
			Energy Compliance Forms-Installation Certificates:
			• CF-2R-ENV-01 E, CF-2R-ENV-02E,
			• CR-2R-ENV-03E, CF-2R-ENV-04E.
			• CF-2R-LTG-01E, CF-2R-LTG-02E
			• CF-2R-MCH-01E, CF-2R-MCH-27aH,
			• CF-2R-PLB-01E, CF-2R-PLB-02E
			•
			• Energy Compliance Forms-HERS related per Design specifications, City Inspector to list per CF-1R: _____ _____ _____
			Public Safety Radio System Coverage (800 mHz):
			• As-built plans
			• Test Report
			• Coverage Certification
			Roof Certification
			Play Equipment Installation Letter
			Miscellaneous (Inspector to list):
			• Roof Certification (per IB 250)
			• Completed Planning Clearance Referral
			• Subcontractors List Form
			•
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\_\_\_\_\_  
(Inspector Name- Print)

\_\_\_\_\_  
(Inspector Signature)

\_\_\_\_\_  
(Date)