



COMMERCIAL & INDUSTRIAL PRE-CONSTRUCTION CHECKLIST  
(March 2020)

DATE: ____ - ____ - ____	PERMITS Nos. _____
PROJECT NAME: _____	
PROJECT ADDRESS: _____	

This Pre-Construction package is intended to provide information and forms useful to the owner, developer, and contractor during the course of a construction project. This package should be maintained on the job site in a prominent location and referred to as needed. It is not comprehensive, for additional information or clarifications refer to the building inspector.

CITY PERSONNEL

- |                                   |                         |                        |
|-----------------------------------|-------------------------|------------------------|
| 1. Inspection Supervisor:         | Jay Denny               | Ph. No. 949 - 724-6139 |
| 2. Inspection Supervisor:         | Tim Anderson            | Ph. No. 949 - 724-6329 |
| 3. Chief Building Official        | Kam Chitalia            | Ph. No. 949 - 724-6371 |
| 4. Chief Inspection Supervisor:   | Roger Carton            | Ph. No. 949 - 724-6331 |
| 5. Water Quality Engineer:        | Michael Yang            | Ph. No. 949 - 724-6327 |
| 6. Principal Plan Check Engineer: | Claudia Landeras-Sobaih | Ph. No. 949 - 724-6330 |

PROBLEM RESOLUTION: Most problems can be resolved in the field. However, when an issue arises that requires the attention of a supervisor, it is recommended that the immediate supervisor be contacted first. Please refer to the City Personnel section above for names and telephone numbers.

PROJECT CONTACT INFORMATION: Required project contact information shall be maintained in the City of Irvine project job file for the duration of the construction. (Complete form at the end of this packet, inspector to retain.)

CONSTRUCTION WORK HOURS

1. Monday through Friday: 7:00 a.m. to 7:00 p.m. or dusk

2. Saturdays: 9:00 a.m. to 6:00 p.m. or dusk
3. No work permitted on Sundays and Federal Holidays (see calendar attached)

□ REQUESTING INSPECTIONS

1. As part of an ongoing effort to enhance customer service, the City of Irvine has launched a new text messaging option to help residents and contractors easily schedule inspections and obtain permit results from the office of Building and Safety. SelecTXT allows users to schedule and receive inspection results for all grading and construction work, including both residential and commercial, directly from their cell phones.
  - a. To get started, text the letter “S” followed by your permit number, inspection code (see back of brochure for a list of inspection codes), and the date of the inspection separated by comma or space to **833-812-8099**. If you are targeting the next available date for inspection, simply enter “NEXT” for the date. You will receive a text message confirming your appointment. To view inspection results text the letter “R” followed by your permit number and inspection code to **833-812-8099**.
2. Inspections shall be arranged through the automated request phone line or via the internet no later than 4:00 p.m. the working day prior to the day of the desired inspection. For instructions refer to the building card or go to:

<http://www.cityofirvine.org/community-development/inspection-services>

**IMPORTANT NOTE:** Many projects have multiple permits active at a given time. It is the contractor’s responsibility to ensure that the permit utilized to schedule each inspection covers the work for which inspections are being requested.

3. Appointments may only be arranged through the individual inspector after an automated request is received.
4. Inspector office hours are 6:30 a.m. to 7:00 a.m. and 3:30 p.m. to 4:00 p.m. (2:30 to 3:00 p.m. on Fridays.) Inspectors may be contacted via telephone, voice mail or in person.
5. **Overtime inspections**, subject to inspection staff availability, may be arranged for the alternate Fridays that City offices are closed and Saturdays by contacting the inspection supervisor via telephone or voice mail. Requests must be made no later than 2:00 p.m. on the last business day prior to the date for which an overtime inspection is to be requested. The permit number, type of inspection requested, name of regular inspector, date of desired inspection and special event number must all be provided when making a request. Special event numbers are obtained over the counter at the Permit Processing Center free of charge, and are used to bill overtime inspection charges to the project owner or contractor.

❑ SIGNS AND JOB ADDRESS

1. Job address shall be posted prior to start of job for City and emergency personnel.
2. Signs or banners may not be installed without proper permits and inspections.
3. Corporate, state and U.S. flags do not require permits.

❑ CONSTRUCTION SITE SECURITY Construction site security is required under City of Irvine Municipal Code Sec. 5-9-521 for new building developments with the exception of developments consisting of an individual single family home site. At or near the time of foundation inspections, compliance to the general requirements (see copy attached) and any applicable security plan requirements shall be verified.

❑ TEMPORARY POWER shall be provided under approved permit and inspection, sufficient to supply job trailers, equipment, elevators etc. at the start of construction.

❑ STREETS/EROSION CONTROL

1. Streets shall be kept clean.
2. Job site entries and exits shall be in place and maintained.
3. All erosion and dust control measures shall be in place and maintained per the approved Erosion Control Plan.

**IMPORTANT NOTE:** Rainy Season Erosion Control measures are required to be maintained from October 1 through April 30. Dry Season Erosion Control measures are required to be maintained from May 1 through September 30.

❑ SPECIAL CONSIDERATIONS FOR FIRE RESISTIVE CONSTRUCTION

1. **Pre-erection Meeting Required** Due to the added complexity of fire resistive construction a pre-erection meeting is required. This meeting is to take place after the foundation has been placed but before any framing elements have been incorporated into the project. At this meeting the contractor will be responsible for reviewing with the City inspector the fire protection detailing and planned sequence of construction to ensure that full encasement of primary structural frame elements may be achieved and that an effective plan is developed for areas requiring partial drywall placement in advance of rough frame approvals, e.g. behind tubs and showers at rated walls, or walls or floor-ceiling and roof-ceiling assemblies through which significant penetrations occur.
2. **Fire-Retardant-Treated Wood** All fire-retardant-treated-wood framing shall remain bundled until the City inspector has verified labels and listing.
3. Fire resistive walls, floor-ceiling and roof-ceiling assemblies shall be constructed per:
  - a) Table 721.1(1) and 721.1(2) in the California Building Code.
  - b) A UL or equal listed assembly.
  - c) An engineered design specifically noted as such on the City Approved Stamped Plans.
4. Penetrations through fire resistive assemblies which require protected openings shall be protected by a UL or equal listed firestop system. Membrane penetrations may be

permitted to be one half of a listed through penetration system where all applicable conditions may be met.

5. Joint systems and Perimeter fire containment systems shall be of UL or equal listed systems.
6. Items 2 and 3 above may be satisfied using an engineering judgment where approved through an Alternate Means and Methods approval and only when there are no other means to use a listed system. Requests to use engineered judgments are required to follow the format outlined in the IFC Guidelines for Evaluating Engineered Judgments available on the International Firestop Council website at: <http://www.firestop.org/engineering-judgment-guidelines.html>
7. Construction shall not be approved to continue and or concealed until correct fire resistive assemblies or firestop systems have been reviewed by the inspector.

**IMPORTANT NOTE:** Planning ahead in the design or rough-in phase will result in timely approvals and allow construction to progress.

- ❑ FASTENERS IN PRESERVATIVE-TREATED AND FIRE TREATED WOOD. California Building Code Section 2304.10.5 requires fasteners for preservative treated and fire-retardant-treated wood to be of hot dipped zinc-coated galvanized steel, stainless steel, silicon bronze or copper. The coating weights for zinc-coated fasteners shall be in accordance with ASTM A 153.

- ❑ FIRE SAFETY SYSTEMS AND FEATURES

1. The fire safety systems and features of the **Fire Master plan** are inspected by the Orange County Fire Authority (OCFA), refer to the Inspection Record Card for instructions and telephone number. The Fire Master plan covers temporary and/or permanent access roads and hydrants and permanent access, curb painting, signage and Knox Box installation.

**IMPORTANT NOTES:**

- Temporary or permanent fire hydrants and access shall be approved by OCFA prior to delivery of lumber or other combustible materials to the job site (exceptions are form lumber and combustible roof structures supported by non-combustible walls).
- Please contact OCFA for 800 MHZ requirements
- No building inspections shall be allowed which occur within or involve combustible construction prior to OCFA approval.
- Prior to occupancy all permanent features serving the building or group of buildings shall be installed, and approved by OCFA; such improvements include signage and curb painting along any new collector streets leading up to and serving the development.
- Approved Hydrants and Access plans and OCFA job card shall be readily available at the job site for City personnel use and reference.

**Smoke Control Systems** are subject to special oversight during installation and commissioning. Prior to rough mechanical inspections for projects with smoke control systems proof that this is

provided for shall be required. See OCFA Smoke Control Guideline for complete instructions at [www.ocfa.org](http://www.ocfa.org) and search for Smoke Control Systems: G-12.

□ SPECIAL (DEPUTY) INSPECTORS, FCC CERTIFIED TECHNICIANS

1. Shall be employed by the project owner, architect or engineer of record, but in no event shall the special inspector be employed by the contractor.
2. Shall be licensed by the City of Irvine for the particular type(s) of construction, operation or installation subject to special inspection for which he/she is to witness.
3. Shall adhere to the requirements of the City of Irvine Special Inspection Manual.

□ PLANS, PERMITS, INSPECTION RECORD CARD, CORRECTION NOTICES INSPECTOR/CONTRACTOR RESPONSIBILITIES

1. Approved plans, permits, Inspection Record Card, any issued correction notices and other related documentation shall be maintained at the job site as described below in the BUILDING CERTIFICATIONS / DOCUMENTATION / ORGANIZATION section.
2. All work shall be performed under a valid permitted.
3. All work shall be performed per the approved plans, specifications and applicable codes.

**IMPORTANT NOTE:** All permitted work is subject to the City of Irvine Security Code, see Municipal Code sections 5-9-501 through 5-9-528. The project designer is required to justify the design against applicable standards. Comprehensive specifications are available online for incorporation into the approved plans and for reference purposes at the Building and Safety Form Catalog webpage at:

<http://legacy.cityofirvine.org/cityhall/cityclerk/records/forms/default.asp>

Type specific documents include Standard Residential Security Code Provisions, Standard Non-residential Security Code Provisions, Standard Parking Facility Security Code Provisions, and Standard Recreational Spaces Security Code Provisions.

Prior to project completion and at certain stages during construction, requirements will be checked by the inspector. The contractor is advised to fully understand the requirements by studying the applicable referenced documents and consulting with the designer to ensure that features are built into the project as it progresses to avoid expensive reworking of paved areas and building finishes.

4. Prior to installation, or inspection approval for any work effected or defined by a detail change, plan revision or deferred submittal, such detail change, plan revision or deferred submittal shall be stamped approved by the City, and when applicable, by OCFA plan check staff. All such approved changes shall be maintained at the job site as in item 1 above.

5. **At the time of a called inspection, contractor is responsible for the work being complete and ready for inspection, maintaining the work exposed, and providing access to the inspector.**

**IMPORTANT NOTES:**

- Approved concrete mix design is required at the time of inspection preceding concrete placement.
  - Mill and/or fabricator certifications required at the time of inspection of any fabricated structural item, e.g., masonry units, reinforcing steel, structural steel. See Information Bulletin 311 for Fabricator and document requirements.
  - Nondestructive testing report and acceptance certification of all welds requiring such testing per Section 1703 of the UBC or the project specifications shall be provided at the time of inspection.
  - All project documents such as reports and certifications shall bear the project address.
6. When the inspector is called upon to make an inspection, he shall either approve the work and sign the building card or partial card, or write a correction explaining the deficiencies with reference to appropriate code sections, plan sheets or details.

**IMPORTANT NOTES:**

- Only the inspector is authorized to sign the building card.
  - Each correction notice shall remain in effect until signed off. All correction notices shall be maintained on the jobsite in a file readily accessible to the inspector.
- ❑ **ACCESSIBILITY:** Commercial and industrial facilities are required to meet specific accessibility standards. With the adoption of the 2016 California Building Code, dimensional requirements are generally required to fall within required ranges, minor variations (on the magnitude of conventional construction tolerance) resulting in less than or greater than a given range limit are **no longer allowed by code**. Therefore, in order to avoid construction delays and costly changes, it is important to have a clear understanding of the features which are provided to meet accessibility standards and to construct them per plan. Questions with regard to accessibility should be directed to the design professional of record; all changes to approved plans must be approved by plan check.
- ❑ **PLANNING CONDITIONS:** Many projects require that certain conditions be met prior to occupancy. Such conditions are defined in the project Planning Commission Resolution or similar document and, for convenience, are often reproduced on the project plans. Please ensure that these conditions are thoroughly investigated, understood and anticipated so that occupancy is not unnecessarily delayed.
- ❑ **CLICK2ENTER:** Certain projects are required to provide signal controlled entry, the operations of which must be verified by the Irvine Police Department prior to occupancy, see Inspection Record Card for scheduling information.
- ❑ **BUILDING CERTIFICATIONS/DOCUMENTATION/ORGANIZATION:**

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 below. The City Inspector shall take possession of the files at permit close-out and prior to occupancy. To aid in final turn-over, see Field Documentation Transmittal, Permit Close-Out form attached.

**IMPORTANT NOTES:**

- Documents shall be black and white only and suitable for digital storage; color copies will not be accepted.
  - A separate binder or set of binders shall be maintained for each separate main 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.**
- Notes:** (1) These are only required where no approved electrical or plumbing plan covers the work, for example residential units of a high rise condominium project. (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 installation, a copy for each, initialed by the assigned City Inspector, shall be separately placed within a plastic sheet protector for reference purposes for subsequent installations.
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 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.

**Notes:** (A) Any 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/title24/2016standards/index.html> .

10. Tenth Division- Sublist

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** by a Certified Playground Safety Inspector or a person authorized by the manufacturer that has directly supervised the installation 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);

**IMPORTANT NOTE** regarding SITE CERTIFICATIONS. Site certifications are handled separately and must be accepted by the grading/offsite inspector prior to building occupancy. Certifications include the following, each of which must contain the project address.

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| 1. Soil Engineer Certification  | 3. Landscape Architect Certification |
| 2. Civil Engineer Certification | 4. Plan Microfilm                    |

- ❑ **OCCUPANCY:** A newly constructed or remodeled building or portion thereof may only be put into use or occupied upon the issuance of a Certificate of Occupancy (C of O) or Temporary Certificate of Occupancy (TCO). A C of O is issued automatically upon passing all final inspections. Issuance of a TCO, however, is a discretionary approval that may only be considered if an application is made to the City. Forms are available at the Community Development Permit Processing Center and must be accompanied by completed and signed declaration, a copy is attached for your convenience. Also, be advised that a \$270 fee is



required when an application is made. TCO approvals, when granted, are for a 30-day period during which any outstanding issues are to be diligently pursued to completion. Such TCO approvals may also include conditions or limitations on any use or occupancy authorized. A change in conditioning will require a new TCO application, declaration and agreement.

TCOs may only be granted if the work authorized under permit is substantially complete and the following conditions have been met:

1. All final inspections have been conducted and all outstanding work is clearly defined and,
2. All fire-life safety elements and systems within the building are complete, inspected and approved, e.g. exiting systems and elements, fire alarms and monitoring systems, fire sprinklers and smoke control systems, public safety radio system coverage- system installed (if applicable), tested, certified, inspected and approved, CLICK2ENTER devices installed, tested and approved (by Police Department).
3. All accessibility features have been installed, inspected and approved.
4. Depending on fire sprinklers, and occupancy classification, concurrence from Orange County Fire Authority (OCFA) may be required.
5. All Building Certifications have been accepted by the inspector, see list below.
6. Site work is substantially complete, inspected and approved. This includes landscaping, flat work, OCFA approved Emergency Access plan features, e.g. fire lanes and postings, fire hydrants, fire department connection identification.
7. All Site Certifications have been accepted by the inspector, see list below.

**IMPORTANT NOTE:** A TCO application is **NOT** an authorization to use or occupy. It is only an application for which the applicant must schedule each City and OCFA inspector as applicable. Only upon receiving **ALL** applicable signatures and a **FINAL APPROVAL** may use or occupancy occur.

- INFORMATIONAL ATTACHMENTS AND FORMS The following are attached for your convenience.

**IMPORTANT NOTE:** A complete and updated set of Information Bulletins may be accessed online by visiting <http://www.cityofirvine.org/> , then clicking successively on Government, Community Development, Building and Safety, Building and Safety, Information Bulletins, or:

<http://www.cityofirvine.org/community-development/informational-bulletins>

1. [Document Closeout Form](#)
2. [Prohibited Signs and Banners;](#)
3. [Information Bulletin 181, Concrete Placement In Foundations and Floor Slabs;](#)
4. [Information Bulletin 195, Electrical Product Approval;](#)
5. [Information Bulletin 248, Allowable Use of Plastic Pipe Drainage Pipe Within Buildings;](#)
6. [Information Bulletin 250, Roof Slope Requirements;](#)

7. [Information Bulletin 251, Structural Observation Certification Requirements by Licensed Professional for The Construction of All New Buildings;](#)
8. [Information Bulletin 267, Requirements for Concrete Exposed to Sulfate-Containing Solutions or Soils;](#)
9. [Information Bulletin 281, Concurrent Shell Building and Tenant Improvement Construction and Inspection;](#)
10. [Information Bulletin 302, Survey Requirements to Establish Required Property Line Setbacks;](#)
11. [Information Bulletin 309, System 800 MHz Countywide Coordinated Communication;](#)
12. [Information Bulletin 311, Requirements for Fabrication Approval;](#)
13. [Information Bulletin 312, Plan Review and Inspection Requirements for Clearance to Combustibles for Solid Fuel Burning Equipment;](#)
14. [Information Bulletin 313, Clearance Requirements for Commercial Appliances;](#)
15. [Information Bulletin 314, Encroachment Permit Requirements for Construction Cranes;](#)
16. [Information Bulletin 315, Encroachment Permit Requirements for Barriers and Covered Walkways;](#)
17. [Information Bulletin 323, Fire Resistance Rating and Protection Requirements for Building Elements;](#)
18. [City of Irvine Calendar of Federal Holidays and Closed for Business Days;](#)
19. [Construction Site Sec](#)
20. [Security General Requirements;](#)
21. [Commercial Project Documentation Checklist;](#)
22. [Project Contact Information Form](#) (Upon completion, to be collected by the building inspector for transmittal to inspection supervision);
23. [Construction Traffic Placard \(\\*\)](#);
24. [Construction Work Hour Placard \(\\*\)](#).

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