



# PRE-CONSTRUCTION MEETING

## **Purpose:**

A pre-construction meeting provides an opportunity to begin communication and problem solving between the City staff and the design/construction team prior to the start of a major construction project. At this meeting, the approved drawings and documents will be reviewed and major items will be discussed by the participants. By pointing out the special features and requirements of each project, the possibility of delays in construction will be reduced. Any proposed design changes must be discussed at this meeting.

## **General Information:**

Pre-construction meetings are highly encouraged for large or complex new commercial buildings, for design/construction teams new to Fremont, Group “H” occupancies (occupancies where hazardous materials are used, stored or dispensed), or subdivisions.

Other projects, such as major tenant improvement, phased construction or requested by the design/construction team.

The type of project will determine who should attend a pre-construction meeting.

- Possible participants who might be involved in the meeting: owner representative, project architect, project engineer, project manager, project superintendent, owner, construction team, representative of the special inspection firm, representative for Green Building requirements.
- City staff would include project inspector, supervising building inspector, project plan checker, planner, public works engineer, environmental services and fire department representatives.

The project plan checker will coordinate the attendance of City of Fremont staff. Arrangement for the attendance of any other participants should be coordinated by the applicant.

The cost of attendance by design/construction team, city staff, and city consultant (if necessary), shall be assumed by the applicant.

If you require additional information or have further questions, please contact us at [bldinfo@fremont.gov](mailto:bldinfo@fremont.gov).