

## CHAPTER 4 CCBSD PRECONSTRUCTION MEETING

### SICC-401 WHEN REQUIRED

A preconstruction meeting with **CCBSD** is required for every project that will be constructed under the Special Inspections Program, to review the special inspections requirements of the construction project. The **CCBSD** preconstruction meeting shall take place after the approval of construction documents is completed by the Catawba County Plan Review Section, and prior to the issuance of a building permit. The following shall be discussed:

- **Construction Project Requirements.** Construction project requirements of the Catawba County Special Inspections Program, including construction methods.
- **Statement of Special Inspections (SSI).** The scope of special inspections for the project, including required and elective special inspections (see Chapter 3).
- **Responsibilities.** The roles and responsibilities of each party.
- **Communication.** Communication channels between the County and the **Owner's** representatives.
- **Phased Construction.** Requirements for phasing or separation of permits, certificates of completion and occupancy requirements.

### SICC-402 PARTICIPANTS

The following members of the construction team shall participate in **CCBSD** preconstruction meetings:

- **Owner or designated agent** (required for all projects)
- **Architect of record**
- **Structural engineer of record** (required for building / foundation elements)
- **Geotechnical engineer of record** (required for soils / foundation elements)
- **General contractor** (required for all projects)
- **Special inspections engineer of record** (required for all projects)

### SICC-403 PROCEDURAL REQUIREMENTS

**SICC-403.1 Scheduling of meeting.** Catawba County Permit Center Supervisor shall contact the RDP in responsible charge of the project to schedule the meeting time and location. The **Owner or Owners Agent** shall bring to the preconstruction meeting a copy of the Statement of Special Inspections. Required participants shall be represented during the meeting.

**SICC-403.2 Use of SICC-2007.** The SICC-2007 will be used in the meeting to review, discuss, clarify and approve elements of the Special Inspections Program that apply to the project. It is recommended that, prior to the meeting, all parties' review this SICC-2007 as it pertains to the specific project.

**SICC-403.3 CCBSD approval of Statement of Special Inspections.** Upon review and approval of the Statement of Special Inspections by CCBSD a building permit can be issued to the General Contractor and a Third Party Inspector's (TPI) Permit can be issued to the SIER.