



Pre-Construction Meeting – Building Dept.

Thank you for submitting a Building Permit application to the City of Middleton. The city will require a preconstruction meeting to be held for **all new commercial construction projects**, additions to commercial buildings, and **tenant improvements** to commercial shells as required by the Building Official.

We welcome your cooperation in our effort to provide more information and establish a better dialogue at the beginning of a project in order to alleviate obstacles when the project is nearing finality.

The purpose of the preconstruction meeting is to review the inspection requirements of the construction project as well as have the design professionals, city staff, and the contractor personnel get together to become familiar both with the project and each other.

In order for information to be given out most effectively, the following persons or their appropriate designee shall (unless only recommended) participate in the preconstruction meeting:

- General Contractor
- Building Inspector / Building Official
- Planning and Zoning Review Staff
- Fire Chief / Fire Marshal
- Owner or designee (**recommended**)
- Architect of Record (**recommended**)
- Engineer of Record (**recommended**)
- Others as deemed appropriate by the Owner or the City

Once your building permits are ready for distribution, Building Dept. staff will notify you, as the General Contractor (or other designee) , to propose a meeting time and date for the preconstruction meeting.

As the Applicant and/or General Contractor, you are to notify all participants to attend the meeting, and to coordinate and confirm the meeting time and date with the Building Permit Tech.

At each meeting, the city will lead the discussion concerning the project and will generally follow the agenda as noted below:

- Introduction of participants.
- Provide call list, including numbers for Inspectors and Plan Reviewers.
- Establish communication channels between the City's and the Owner's representatives.
- Discuss requirements for requesting inspections and response times.
- Discuss the roles and responsibilities of each party, including design professionals, contractors and inspectors.
- Discuss requirements for phasing of permits, shell permits, certificates of completion and occupancy requirements.
- Review plan review comments and make sure contractor has approved set of plans.
- Discuss complicated issues regarding the project.
- Discuss process of any modifications to plans or structure/grounds which may arise.
- Discuss special inspections required for the project, if any.
- Question and answer.

The Building Inspector will bring to the meeting the plan sets approved by the City and a "Commercial Projects Package" containing:

- Contacts at the City.
- Instructions for requesting inspections.
- A list of required inspections.
- Requirements associated with third-party and special inspections.
- Requirements for obtaining a Certificate of Occupancy.
- Inspection record and Request for Occupancy sheet.

