



## CITY OF MIDDLETON

1103 W. Main Street, Middleton, ID 83644  
208-585-3133  
[www.middleton.id.gov](http://www.middleton.id.gov)

### **Pre-Construction Meeting – Building Dept.**

Thank you for submitting a Commercial Building Permit application with the City of Middleton, Idaho!

Upon issuance of the permit, the City of Middleton - Department of Building Safety will require a preconstruction meeting to be held at City Hall for all **new commercial construction projects, additions** to commercial buildings, and **major tenant improvements** to commercial shells, as required by the Building Official.

We welcome your attendance and cooperation in our efforts to coordinate and review essential project details, provide valuable insight into city processes and procedures, and to provide other information imperative to the successful and timely completion of the project. Our goal is to establish early communication and dialogue at the start of the project in order to alleviate unnecessary obstacles throughout the construction phase and when the project is nearing finality. The processes, guidelines and documentation presented, when followed, will produce the most efficient and effective outcomes for project completion and for obtaining Certificate of Occupancy.

The purpose of the pre-construction meeting is to review the specific and unique details and requirements associated with the commercial project, building design and specifications, by establishing site inspection requirements, providing all process documentation and guidelines for project completion. The goal of these meetings are to bring together applicants, design professionals and contractor personnel with city staff representatives in attendance to discuss and become familiar with the overall project, processes and procedures.

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 / Project Superintendent
- 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

*NOTE: A Civil and Public Works on-site Pre-Construction meeting is required to be separately coordinated and scheduled directly with the city's Civil Engineer and Public Works representatives.*

Once your building permits are ready for issuance, a Permit Technician will notify you of suggested scheduling and availability of city staff. The Applicant and/or General Contractor (or other designee) to coordinate a meeting time and date on behalf of project representatives for the preconstruction meeting and confirm the meeting time and date with the Permit Technician.

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 contact list for Inspectors and Plan Examiners.
- Establish communication channels between City and Owner representatives.
- Discuss requirements and procedures for requesting inspections and response times.
- Discuss the roles and responsibilities of each party, including design professionals, contractors, project managers and inspectors.
- Discuss requirements for phasing of permits, shell only permits, certificates of completion and occupancy requirements.
- Review Approved plan sets, plan review comments and ensure contractors have access to approved and stamped plans and specifications.
- Discuss complicated issues or concerns regarding the project.
- Discuss the process for modifications to approved plans, structure and site conditions which may arise.
- Discuss special inspections requirements and documentation for the project, as applicable.
- Question and Answer.

The Building Official and Commercial Inspector will bring to the meeting the plan sets approved by the City and other commercial project documents containing:

- Contacts at the City
- Instructions for requesting inspections
- A list of the required commercial inspections
- Requirements associated with third-party and special inspections.
- Requirements for obtaining a Certificate of Completion and/or Certificate of Occupancy.
- Inspection Records and the Request for Commercial Occupancy form.

All meeting participants will need to sign an attendance list which will be kept by the Building Department. Should you have any questions, please do not hesitate to call the Building Department at 208-585 3133.

