



Department of Building & Fire Prevention

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SUBJECT: TG-49-19 PRE-CONSTRUCTION PROCEDURE

1.0 PURPOSE: The purpose of this Technical Guideline is to provide guidance on the inspection requirements and stakeholders responsibilities for projects in Clark County. This guideline is to facilitate a meeting to discuss each party's responsibility and how to minimize project delays. Inspections are required under section 22.02.435 of the Clark County Building Administrative Code.

2.0 SCOPE: Projects can be complex due to their size, and the number of building permits required. Clark County Structural Inspectors are assigned to specific projects by the Clark County Engineering Manager. Inspection conditions are applied to permits at permit issuance at each construction stage (foundation, framing, and final inspection). This guideline will discuss the inspection reports and documents that may be required for the project. A project Preconstruction Meeting Agenda (checklist) summarizes this guideline content.

3.0 ABBREVIATIONS & ACRONYMS

- BAC:** Clark County Building Administrative Code
- CCDBFP:** Clark County Department of Building and Fire Prevention
- IBC:** International Building Code
- TG:** Technical Guideline

4.0 DEFINITIONS: For the purposes of this technical guideline, certain terms, phrases, words and their derivatives shall be construed as specified in this section.

CCDBFP Structural Inspector: is a designated representative of the CCDBFP Engineering Group at the project site, and may perform unannounced monitoring inspections for the purpose of determining quality assurance compliance with the approved Construction Documents.

5.0 REFERENCES:

- Clark County Building Administrative Code
- Technical Guidelines
- Southern Nevada Amendments to the IBC

APPROVED DATE: MAY 15, 2019

EFFECTIVE DATE: MAY 30, 2019

Revised By:	Concurred By:	Approved By:
<i>Carla R Palma</i>	<i>David L Durkee</i>	<i>Werner K Hellmer</i>
Carla R. Palma Associate	David L. Durkee, P.E. Principal Engineer	Werner K. Hellmer, P.E. Manager of Engineering

6.0 RESPONSIBILITIES:

6.1 Owner/Owner Representative

- 6.1.1 The owner/representative shall be responsible for the submission and distribution of the approved construction documents, including revisions, to the Contractor and Prime Agency.
- 6.1.2 The owner/representative shall be responsible to manage and update all [Citizen Access Portal](#) contact information. It is their responsibility to receive and address comments and communication from plan examiners and inspection results.

6.2 Registered Design Professional:

- 6.2.1 The registered design professional shall review all shop drawings, mix designs, requests for information, and non-compliance reports and disposition them in a timely fashion.
- 6.2.2 The registered design professional hired by the owner shall perform the structural observations in accordance with the approved structural observation plans and shall submit reports as required in [TG-10](#).

6.3 Contractor/Sub-Contractor

- 6.3.1 Building inspections shall be scheduled in advance of the work performed.
- 6.3.2 Fire Prevention inspections shall be scheduled in advance of the work performed.
- 6.3.3 The contractor shall schedule the inspection agency(s) to perform the inspections as required in the Agency Inspection Agreement.
- 6.3.4 All approved plans, approved revisions, and ICC-ESR reports shall be made available in a hard copy form or in the same format as issued by the CCDBFP.
 - Contractors may utilize digital formats for convenience, however all inspection results will be based on the approved construction documents issued by CCDBFP.
- 6.3.5 It is the Contractor responsibility to provide and maintain an appropriate test specimen storage location to comply with ASTM C31/C31M 10.1.2. The contractor shall coordinate the storage location and access prior to all concrete construction commencement.
- 6.3.6 *BAC 22.02.295 Building Permit Issuance, Approved construction documents shall not be changed, modified, or altered without authorization from the Building Official. All work regulated by this Chapter shall be done in accordance with the approved construction documents.*
 - The contractor shall not cover, load, or conceal work beyond the disapproved inspection for the element.
 - Structural elements that have been reference in a non-compliance report shall not be covered, loaded, or concealed.
 - The contractor shall provide the prime agency inspector with all supporting documentation to facilitate the issuance of a noncompliance report.
 - The contractor shall provide the prime agency inspector with all supporting documentation to facilitate the verification and issuance of a record of correction.

6.3.7 Enforcement actions will be issued when elements that have been referenced in a non-compliance report or disapproved inspections have not been resolved within a maximum of 90 days. Enforcement actions can be Notices of Violation up to and including a Stop Work Order per BAC 22.02.110.

6.4 CCDBFP Inspections (Mechanical, Electrical, Plumbing, and Architectural)

6.4.1 CCDBFP staff shall perform inspections to ensure compliance with the approved construction documents and adopted codes.

6.5 CCDBFP Engineering Group (Grading, Concrete, Steel, and Others)

6.5.1 CCDBFP engineering staff shall monitor the performance of the inspection agency and permit holder to ensure compliance with the approved construction documents and the adopted codes.

6.5.2 The structural inspector can schedule their own inspections.

6.6 Prime Agency

6.6.1 Only approved personnel shall perform inspection activities on a project, when designated on the inspection agency agreement.

6.6.2 The agency and its personnel shall comply with the reporting requirements of TG-50.

6.6.3 It is the responsibility of the Prime Agency to maintain a copy of all records of inspection activities at the Project Site.

6.6.4 All materials testing results/reports that has a requirement for pre-construction testing shall be performed, and test results shall be available prior to the start of work.

- (i.e. masonry prism, shotcrete blocks, skidmore testing of high strength bolts)

6.6.5 To comply with BAC 22.05.525 (B) (1) notification of non-conformance, the special inspector shall leave a copy of the report on site. The quality manager shall utilize the [Noncompliance Weekly Log](#) file.

- The quality manager shall enter the data into the excel file.
 - The quality manager shall not alter the format of the file.
 - The quality manager shall make one sheet in the file for each permit number that the agency has an inspection agreement for.
- The quality manager shall email an updated file to the CCDBFP Area Supervisor, CCDBFP Structural Inspector Supervisor, CBDFP Structural Inspector, Contractor, and Registered Design Professional every Monday morning until the completion of the project.

7.0 PRE-CONSTRUCTION MEETING PROCEDURE: This conference is intended to achieve cooperation, coordination, and cohesion among all parties involved with the project prior to starting of work

7.1 Attendance The following individuals or firms should be in attendance, as applicable:

7.1.1 Owner's representative

7.1.2 Registered Design Professional

7.1.3 Project superintendent

- 7.1.4 Representatives from all structural subcontractors and structural material suppliers and fabricators.
- 7.1.5 CCDBFP Inspections
- 7.1.6 CCDBFP Fire Plans Exam
- 7.1.7 CCDBFP Fire Inspections
- 7.1.8 CCDBFP Engineering staff
- 7.1.9 Prime Agency(s)

7.2 Required Items The contractor should provide the following:

- 7.1.1 Schedule of construction operations
- 7.1.2 Inspection coordination plan
- 7.1.3 Means of protection of pedestrians during construction / demolition
- 7.1.4 Contact Information in a list format
 - Contractor
 - Subcontractors
 - Suppliers/Fabricators

8.0 ATTACHMENTS:

Appendix A – Preconstruction Meeting Agenda

Appendix B – List of Attendees / Contact Information

Appendix C – Noncompliance Weekly Log File

9.0 REVISION HISTORY:

Title	Revision/Approved Date	Effective Date
TG-49-2019	May 15, 2019	May 30, 2019

Appendix A

Preconstruction Meeting Agenda

Preconstruction Meeting Agenda

ATTENDANCE:

Meeting Location _____ Date and Time _____

Owner / Owner's representative

CCDBFP Staff

- Structural Inspector
- Engineering Plan Reviewer
- Inspection Supervisor
- Inspector
- Fire Plan Reviewer
- Fire Inspector

Registered Design Professional

- Geotechnical Engineer
- Structural Engineer
- Smoke Control Engineer
- Architect

Prime Agency

- Prime Agency – Point of Contact
- Subcontractor Agency

General Contractor

- Superintendent
- Sub-Contractors
- Suppliers/Fabricators

Contractor RESPONSIBILITY:

Read Sections 6.0 Responsibilities.

GENERAL INFORMATION:

- General Discussion of project
- Tentative Scope of Work per Phase

PERMITS: All permit scopes shall be followed, exceeding the scope of a permit will result in the issuance of a Notice of Violation. Ensure ALL permits are linked in Accela.

Permit Phase	Permit Number	Status	Permit Scope of Work
Grading			
Foundation			
Structural			
Architectural			
Mechanical			
Electrical			
Plumbing			
Fire Prevention			
Life Safety Package			
Master Exit Plan			
Smoke Control			
Fire Alarm			
Fire Sprinklers			
Other:			
Supplemental Permits	Permit Number	Status	Supplemental Permit Scope of Work
Others (i.e. Fences, Pools, Catwalks, Pedestrian Bridges, light poles > 40ft, etc.)			

DEFERRED SUBMITTALS: All deferred submittals shall be approved prior to placement of materials (i.e. truss, stairs, exterior wall systems, and retaining walls)

- Trusses
- Stairs
- Exterior Wall Systems
- Retaining Walls
- Firestopping/Engineering Judgments
- Other _____

REGISTERED DESIGN PROFESSIONAL:

Read Sections 6.0 Responsibilities.

- Field Revisions
 - CCDBFP Engineering onsite review upon request and availability

MATERIALS AND FABRICATORS: The approved plans shall designate specific materials and manufactures to be used for all applications

- ICC-ESR Reports (i.e. Mechanical/Adhesive Anchors, Rebar Couplers)
- Materials Testing Frequencies
- CCDBFP Approved Mix Designs
- Approved Fabricators
 - Certificate of Compliance (Structural Steel & Precast Concrete)
- Welding Procedures (WSP/PQR)
- Certified Welders

CCDBFP INSPECTIONS:

- CCDBFP Inspections
 - Architectural, Mechanical, Electrical, Plumbing, Life Safety, Slab on Grade
- CCDBFP Structural Inspections
 - Concrete, Masonry, Steel, Grading, Fireproofing, Exterior Walls, ect.

PRIME AGENCY INSPECTIONS:

- Continuous inspection
- Periodic inspections
- Inspection Scheduling By General/Sub-Contractor (Communication)
- Daily Reports/Material Testing Report availability
- Non-Compliance Reports, reference information, and Record of Corrections
- No construction work beyond the disapproved inspection (Access and/or Loading)
- Hot Weather / Cold Weather / Wind Conditions
- Prime Agency Report Submittals
 - Partial Pad Certification / Pad Certification
 - Final Grading Report
 - Deep Foundation Certification
 - Fire Penetration Partial Final / Final Report
 - Partial Final / Final Report
 - NCR Weekly Log

Appendix B

List of Attendees / Contact Information

Appendix C

Noncompliance Weekly Log File

[\(Download Here\)](#)