



PRE-CONSTRUCTION MEETING CHECKLIST

PROJECT NAME: _____

PROJECT ADDRESS: _____

**SITE PLAN & CONTRACT
 DRAWING NUMBER:** _____

CONTRACTOR: _____

OWNER: _____

DATE: [Click here to enter a date.](#)

**ITEMS TO BE ADDRESSED BY PROJECT MANAGER PRIOR TO PRE-
 CONSTRUCTION MEETING**

1. Site plan & contract drawings signed by the DID Director. ?

2. Approved Traffic Control Plan per the “Guidelines for Traffic Control”
 - City Streets ?
 - County Streets ?
 - State Roads ?

3. Shop drawings approved by Consulting Engineer (3 copies)
 - Water ?
 - Sewer ?
 - Storm Water (Public & Private) ?

4. Have all appropriate permits been obtained?
 - Wicomico County Road Opening Permit ?
 - MDE Dewatering Permit & General Discharge Permit ?

5. Contractor approved by the City of Salisbury for work being performed.
 (Owner must complete Contact Information Sheet prior to preconstruction meeting)
 - Water ?
 - Storm Water (Public & Private) ?
 - Sewer ?
 - Paving ?
 - Concrete ?

- 6. Has bypass pumping plan been approved (if applicable)? ?
- 7. Has Contractor submitted a written schedule for the project and has it been approved? (General Conditions, Part 30) ?
- 8. DID Project Engineer/ Manager _____ must meet with Const. Inspections for project briefing. ?
- 9. Items required after plan approval but before a pre-con meeting can be held per Ordinance No. 2100's revision to the Section 16.48.030 of the City Code.
 - Public Works Agreement ?
 - Performance Bond or Letter of Credit ?
 - Subdivision plat and easement plat and deed recordation ?
 - Stormwater management maintenance and inspection agreement ?
 - Payment of construction inspection fees ?
- 10. The engineering firm of record or consulting engineer will be responsible for the daily inspection log and providing signed / sealed As- Built drawings prior to issuance of the certificate of occupancy. ?

**ITEMS TO BE ADDRESSED BY INFRASTRUCTURE & DEVELOPMENT
DURING THE PRE-CONSTRUCTION MEETING**

- 11. Contractor's 24 hour emergency phone number and contact person. ?

- 12. Provide 10 days written notice with a construction schedule per GC 18-30-A to Salisbury DID Inspections Branch prior to start of work. Proposed Start Date: [Click here to enter a date.](#) ?
- 13. A public notice is to be placed in The Daily Times for at least 3 consecutive days within 1 week prior to implementation of the TCP. A copy of the notice must be forwarded to the SPW Primary contact listed on page 4 for approval prior to publishing in The Daily Times. ?
 - Primary Contact: Legal Department
 Office 410-749-7171
 - Minimum
 Advertisement Size: 2 “wide by 3 “tall
 - Daily Times typically requires 4 days advanced notice.
 Advertisements shall not run more than 7 days prior or less

than 3 days prior to installation of Traffic Control devices and commencement of work.

14. Developer / Contractor must hand deliver a “Notice to Businesses and Residents” to all businesses and residents within the general vicinity of the TCP 5 business days prior to start of work. The notice must be on company Letterhead and include the contact phone number and name of the traffic manager. A copy must be forwarded to the DID Primary contact listed on page 4 for approval prior to distribution. ?
15. Provide the name and 24 hour contact phone number of the proposed Maryland Certified Traffic Control Manager and a copy of the manager’s Maryland Certification Card. All flaggers must be Maryland Certified.
Name: _____ Phone: _____ ?
MD Cert. # _____
16. Notify the Fire Department if fire hydrant service is to be interrupted. ?
17. Contact Billy Lewis at 410-548-3177 to schedule a meeting prior to installation of street lighting, associated electrical conduit and pavement markings. ?
18. Contact Will White at 410-548-3170, prior to constructing public roads, curb, gutter and/or sidewalk. ?
19. Contact George Wilkerson at 410-548-3170 prior to constructing any private plumbing. ?
20. Contact Kevin Moran at 410-548-5460 prior to constructing any public storm drains (including any private Storm Water Management System). ?
21. Copies of City of Salisbury’s Specifications and Detail Manuals must be kept on site at all times when work is being performed. ?
22. Verify the Contractor’s Plans are the Latest Signed & Sealed Version and matches DID’S drawings. ?
23. Review City of Salisbury repaving policy, Resolution 2298 ?
24. Review City of Salisbury Utility Easements, Right of Ways, etc.
 - No private utilities within City easements/ROWs
 - No landscaping structures: fences, signs, etc. within City easement/ROWs
 - Any trees or shrubs within City easements must comply with Street Tree Policy
 - Any irrigation systems within City easements must comply with

- Private Irrigation Detail, etc. ?
25. Utility easements and Right of Ways are to be graded to 6” plus or minus prior to installation of public infrastructure. ?
26. Red Line Drawings are to be maintained and kept on site for all public infrastructure and private Storm Water at all times, failure to comply will result in a stop work order. No testing shall be observed or approved prior to DID Inspector possessing Approved Red Line Drawings. ?
27. As built drawings to be furnished and stamped by a Registered Professional Engineer, Registered Maryland Line Surveyor, or Registered Maryland Professional Land Surveyor. ?
28. Contact Miss Utility to locate all existing utilities prior to start of work. Miss Utility Locates will not be performed (after work commences) by DID until “NOTICE OF ACCEPTANCE” is issued. ?
29. DID will not issue “NOTICE OF ACCEPTANCE” until after as-built drawings for the public infrastructure and the private storm water management system are approved. ?
30. Public sidewalks, Curb & Gutter, Street Lights and Surface Course Pavement must be constructed and accepted by DID prior to the issuance of a “NOTICE OF ACCEPTANCE”. ?
31. No water meters will be issued until all public improvements shown on the approved plans are accepted in writing by DID, including but not limited to: water mains, sewer mains, storm drains (including private storm water management system), curb, gutter, sidewalks, street lights and roads (base course & surface course). ?
32. A fire hydrant with a meter and backflow preventer shall be used to pressurize the building for the purpose of testing. Jumpers will not be permitted. The City will provide a hydrant meter when requested by the Contractor, providing the City has received approved red lined drawings, a passing hydrostatic test, and a passing bacteria test provided by an approved testing agency. The contractor shall provide an approved dual check backflow preventer. The City will install the meter and operate the hydrant. ?
33. Sign attached attendance sheet ?
34. The DID Inspections Office will issue the Notice to Proceed upon completion of all items listed herein. Enter NTP date here _____ ?

NOTES:

- The DID primary contact for inspection of this project will be:

- _____
- _____
- _____

Attachments:

- Notice to Proceed
- Sign in Sheet
- As-built Checklist for Sewer, Water and Storm Drain
- Stormwater Management Record Document (As- Built) Checklist Requirements
- Requirements for Redlined Drawings
- TCP Template for Newspaper Ad

CC:

- Walter Webster, Utilities
- Ron Wells, Inspection Supervisor
- Jason Miller, Construction Inspector
- Guy Daubach, Construction Inspector
- Will White Public roads, curb, gutter, sidewalks, etc.
- Billy Lewis , Traffic & Lighting
- Brian Wilkins, Development Coordinator
- DID Project Engineer/Manager
- George Wilkerson, Plumbing Inspector
- Wicomico Co. Public Works (as applicable)
- Maryland State Highway Administration (as applicable)
- All Attendees
- Electronic & Hard Copy Files

Revised by 7.17.17