



CITY OF MILPITAS

BUILDING AND SAFETY DEPARTMENT

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www.ci.milpitas.ca.gov

PRE-CONSTRUCTION MEETING

Welcome to the City of Milpitas,

Your project may require a pre-construction meeting prior to commencement of any work.

To help assure that your project will start smoothly and will be completed on time, please contact Gary King, Acting Inspection Supervisor, by phone at (408) 586-3262 or by E-mail at: gking@ci.milpitas.ca.gov to schedule pre-construction meeting prior to commencement of any work.

Prior to the start of construction for grading (including rough grading), building demolition or a large tenant improvement project, a pre-construction meeting shall be scheduled with the Building Inspection Supervisor.

What is the purpose of a pre-construction meeting?

A pre-construction meeting is the opportunity to begin communication and problem solving between City staff and the design/construction team prior to start of the project. At this meeting, the approved plans and documents will be reviewed and major items discussed by the participants. This meeting will include the mandatory requirements for the project, including on- and off-site SWPPP, traffic control, truck access and routes, and any special requirements for the project.

Who should attend the meeting?

Depending on the scope of the project, the following is a list of possible participants who might be involved in the meeting: owner representative, project Architect, project Engineer, project manager, project superintendent, owner, representative of the special inspection agency, project and Building Inspectors, project Land Development and Traffic Engineers, project Plan Checker, and Fire Department representative.

Who will arrange the meeting?

The applicant shall arrange this meeting with the Building Inspector Supervisor prior to start of any work at the site. The Building Inspector Supervisor will coordinate the attendance of the required City staff. The applicant will arrange for the attendance of any other participants.

Working Together to Complete a Safe and Successful Project