

PLANNING AND BUILDING DEPARTMENT

County of
EL DORADO

BUILDING DIVISION
<https://www.eldoradocounty.ca.gov/Land-Use/Building-Services>



PLACERVILLE OFFICE:
2850 FAIRLANE COURT
PLACERVILLE, CA. 95667
(530) 621-5315
bldgdept@co.el-dorado.ca.us

LAKE TAHOE OFFICE:
924 B EMERALD BAY ROAD
SOUTH LAKE TAHOE
(530) 573-3330
tahoebuild@co.el-dorado.ca.us

PRE-CONSTRUCTION CONFERENCE CHECKLIST

For Commercial, Industrial, and Multi-Family Sites

Project Name		Date	
Street Address		Permit #	
Contractor		phone	
Project Engineer		phone	
Geotechnical Rep		phone	
Developer/Owner		phone	
RCD Inspector		phone	(530) 295-5630

Call for inspections one day in advance at (530) 621-5377. Approved plans are to be on site.
Changes to the project require up-to-date plan revisions approved by the County.

Check Box as applies	Discussed	N/A
1. Grading Inspection: <ul style="list-style-type: none"> ▪ Before work starts: Pre-Construction Meeting. ▪ Contractor to provide schedule and notice of working hours. ▪ Property corners visible & staked by Licensed Surveyor. ▪ Work in the right-of-way requires a DOT permit. ▪ Notarized letter of consent for access or soil disturbance on adjacent parcel. 		
2. Approved plans to be on site: <ul style="list-style-type: none"> ▪ Grading plans approved by Development Services. ▪ Fugitive dust plan approved by AQMD. ▪ SWPPP, if applicable, approved by SWRCB. 		
3. Excavation/Prep: <ul style="list-style-type: none"> ▪ All earthwork is to be confined to project boundaries as per approved plans. ▪ Obtain a notarized letter of consent from the (receiving) property owner for exporting material. ▪ Obtain a permit for the receiving site if grading permit threshold exceeded. 		

Check Box as applies	Discussed	N/A
<p>4. Pad Grade Certification (prior to footing inspection):</p> <ul style="list-style-type: none"> ▪ Provide a pad certification within +/- .1 foot of proposed elevation by project Engineer or Surveyor. ▪ A compaction report by the Geotechnical Engineer. 		
<p>5. Erosion Control:</p> <ul style="list-style-type: none"> ▪ Erosion control features shall be in place between October 15 and May 1. ▪ The remainder of the year, erosion control materials shall be on site 3 days prior to a long-range forecast of rain by the NWS, and shall be installed on an as-needed basis. 		
<p>6. Road encroachment:</p> <ul style="list-style-type: none"> ▪ Agency issuing permit varies with road type and location: Contact DOT (530-621-5909), DSD (530-621-5377), or Caltrans for inspections. 		
<p>7. Trench bedding for pipes:</p> <ul style="list-style-type: none"> ▪ Trench excavation width to be 2X pipe diameter. ▪ 6-inch minimum width between pipe and trench wall. ▪ 90% min. compaction for trench backfill. Top 6-inches shall be 95%. ▪ Plastic pipe: sand, DG, or AB with 2-inch bed (no native or crushed rock). Backfill min. 12 inches above pipe or to manufacturer's specs. ▪ CSP, CP, RCP: native material acceptable, 3-inch minus. ▪ Slurry option: 2-sack mix to top of pipe w/ 2-inch trench clearance. ▪ CALL FOR INSPECTION PRIOR TO PLACING BACKFILL. 		
<p>8. Storm Drain:</p> <ul style="list-style-type: none"> ▪ Grade stakes shall be provided at 50' stations and shall conform to the approved plans. ▪ Inspection of grades, elevations, and joints required. ▪ Do not cover underground work prior to inspection approval. 		
<p>9. Drain Structures:</p> <ul style="list-style-type: none"> ▪ Drain inlets/manholes may be cast-in-place or slip-formed. ▪ 12-inch x 12-inch 5-sack concrete collar required at pipe interface. ▪ Depth over 5 feet required a special design, i.e.: Caltrans Standard Plans. ▪ Last concrete lift must be min. 6-inch thickness to support grate/lid. ▪ CALL FOR INSPECTION PRIOR TO PLACING CONCRETE. 		

Check Box as Applies	Discussed	N/A
<p>10. Retaining Walls:</p> <ul style="list-style-type: none"> ▪ Poured concrete and CMU walls require inspection by Building Services. ▪ Gravity/segmental walls shall be inspected by the Geotechnical Engineer and a letter of approval submitted to Building Services. 		
<p>11. Curbs/V-gutter Forms:</p> <ul style="list-style-type: none"> ▪ Stationing grade stakes required for type 2 and 3 curbs. Type 4 extruded curbs shall be dowelled or epoxyed. ▪ CALL FOR INSPECTION PRIOR TO PLACING CONCRETE. 		
<p>12. Walks/Forms:</p> <ul style="list-style-type: none"> ▪ CALL FOR INSPECTION PRIOR TO PLACING CONCRETE. 		
<p>13. Road & Parking Lot Subgrade:</p> <ul style="list-style-type: none"> ▪ Min. 90% compaction required under all roads and parking lots. ▪ Top 6 inches compacted to min. 95%, or Geotechnical Engineer's recommendation. ▪ Geotechnical Engineer to provide compaction report. ▪ CALL FOR INSPECTION PRIOR TO PAVING. 		
<p>14. Base Grade:</p> <ul style="list-style-type: none"> ▪ 95% compaction in aggregate base rock. ▪ Daily reports required. ▪ Call for periodic inspections. 		
<p>15. Final Erosion & Sedimentation Control:</p> <ul style="list-style-type: none"> ▪ Construct per approved plan. 		
<p>16. Plan Revisions:</p> <ul style="list-style-type: none"> ▪ Variances from the approved plans require a plan revision during the course of construction. ▪ Submit 2 sets of revised plans and the approved job set to Development Services for approval. ▪ In some cases work may not proceed until the revision is approved. 		
<p>17. Drainage:</p> <ul style="list-style-type: none"> ▪ Construct per approved plan. 		

Check Box as Applies	Discussed	N/A
18. Work within County right-of-way: <ul style="list-style-type: none"> ▪ See DOT for flagging, barricade, lighting, & street cleaning requirements. 		
19. Traffic Signal Service: <ul style="list-style-type: none"> ▪ It is the responsibility of the Contractor to notify the DOT Construction Unit when planning to cut any roadway pavement within 1,000 feet of a signalized intersection. ▪ See the attached DOT “Traffic Signal Service Underground Locating Policy”. 		
20. Final Inspection: <ul style="list-style-type: none"> ▪ RCD (530-295-5630) is to inspect site and sign job card prior to final inspection. ▪ DOT (530-621-5909), DSD (530-621-5377), or Caltrans is to final road encroachment prior to final inspection. Provide documentation as needed. 		

I have reviewed the “Pre-construction Conference Checklist” and have received a copy:

Title	Name (print)	Signature
Contractor		
Project Engineer		
Geotechnical Rep		
Developer/Owner		
Subcontractor		
RCD Inspector		
County Inspector		



MAINTENANCE DIVISION:
 2441 Headington Road
 Placerville CA 95667
 Phone: (530) 642-4909
 Fax: (530) 642-9238

RICHARD W. SHEPARD, PE
 Director of Transportation

 Internet Web Site:
<http://co.el-dorado.ca.us/dot>

MAIN OFFICE:
 2850 Fairlane Court
 Placerville CA 95667
 Phone: (530) 621-5900
 Fax: (530) 626-0387



TRAFFIC SIGNAL SERVICE UNDERGROUND LOCATING POLICY

It is the responsibility of any organization (Contractor), planning any work which requires cutting of pavement within one-thousand (1,000) feet of any signalized intersection, to notify the Construction Unit of El Dorado County Department of Transportation (DOT).

- Notification must be received at least forty-eight (48) **regular DOT business hours** prior to beginning any such work.
- Notification must provide enough specific detail regarding the type and location of the planned work to assure DOT staff efficiency and the accuracy of the location markings.
- Notification must provide the name and telephone number of a responsible representative of the Contractor.
- The Contractor's representative shall meet at the job prior to beginning work if requested to do so by the DOT.
- Notification shall be in writing and may be submitted by fax at 530-642-4936 or mail to the Maintenance Division (address above) and must be followed by a telephone call to the DOT at 530-642-4988.
- Pavement markings for underground signal service will be in RED. If there is no signal service present "NO DOT" will be marked on pavement to indicate that signal service has been checked.
- Contractor will receive a confirmation number from the DOT upon providing proper notification.

If a contractor has not received a confirmation number, the DOT has not been notified and the contractor digs at his own risk.