



PLANNING AND BUILDING DEPARTMENT

BUILDING DIVISION

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

PLACERVILLE OFFICE:

2850 Fairlane Court, Placerville, CA 95667

BUILDING

(530) 621-5315 / bldgdept@edcgov.us

PLANNING

(530) 621-5355 / planning@edcgov.us

LAKE TAHOE OFFICE:

924 B Emerald Bay Rd

South Lake Tahoe, CA 96150

(530) 573-3330

RESIDENTIAL PRE-CONSTRUCTION CONFERENCE CHECKLIST

Project Name		Date	
Street Address		Permit #	
Owner/Developer		Phone #	
Contractor		Phone #	
Geotechnical Rep.		Phone #	

- Call for inspection one day in advance at (530) 621-5377.
- Schedule your inspection via ETRAKIT <https://edc-trk.aspgov.com/etrakit/>
- 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. Pre-Construction Meeting: <ul style="list-style-type: none"> • Before work starts: Pre-Construction Meeting. • Pre-Construction Meeting: Project Contractor & Representatives from all Sub-Contractors • Contractor to provide schedule and notice of working hours. 		
2. Job Site Address Posted: <ul style="list-style-type: none"> • Must be visible from street 		
3. Approved plans to be on site: <ul style="list-style-type: none"> • Grading plans approved by El Dorado County Building Dept. • Fugitive dust plan approved by AQMD • SWPPP, if applicable, approved by SWRCB 		

Check Box as Applies	Discussed	N/A
<p>4. Contractor Acknowledges Working Hours:</p> <ul style="list-style-type: none"> Construction (e.g., construction, alteration or repair activities) during daylight hours on weekdays. 		
<p>5. Site Work/Inspections:</p> <ul style="list-style-type: none"> Building plans approved by Building Department SWPPP, if applicable, approved by SWRCB Fugitive dust plan approved by AQMD. 		
<p>6. Erosion Control BMP & Trash Disposal Requirements:</p> <ul style="list-style-type: none"> Contractor to have adequate covered containers on site for the disposal of solid waste and litter, appropriate arrangements for the collection and disposal. Effective 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>7. Pad Grade Certification:</p> <ul style="list-style-type: none"> A Compaction Report by the Geotechnical Engineer. Provide a pad certification (compaction and elevations are correct). Provide special inspection reports at time of scheduled inspection. All reports to remain on site. Completed prior to digging the footings. 		
<p>8. Inspection Schedule:</p> <ul style="list-style-type: none"> Inspections must be scheduled at least 24 hours in advance. Provide any Special Inspection reports prior to inspection. No work to be covered without inspection and approval. Provide document/installation spec for specialty product. Rough grade/keyways Inspection on retaining walls, rockery wall, gravity walls (footings, mid-height, grout, final). 		
<p>9. Excavation/Prep:</p> <ul style="list-style-type: none"> All earthwork is to be confined to project boundaries as per approved plans. Import/export? 		

Check Box as Applies	Discussed	N/A
<p>10. Requirements for Changes to Plans:</p> <ul style="list-style-type: none"> ● Changes must be submitted by the design professional of record. ● 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 Building Department for approval. ● Simple revision approvals can be done by Building Inspector, have (2) sets of plans for minor changes. ● Work may not proceed until the revision is approved. 		
<p>11. Final Inspection:</p> <ul style="list-style-type: none"> ● Final Special Inspection report approved by the Design Professional of Record. ● Project complete (grading, drainage, driveways, permanent BMPs, etc.). 		

I have reviewed the “Pre-Construction Conference Checklist” and will follow the requirements:

Title	Name (print)	Signature
Owner		
Contractor		
Subcontractor		
Geotechnical Rep.		
Inspector		