



# PLANNING AND BUILDING DEPARTMENT

## BUILDING DIVISION

<https://www.eldoradocounty.ca.gov/Land-Use/Planning-and-Building/Building-Division>

**PLACERVILLE OFFICE:**

2850 Fairlane Court, Placerville, CA 95667

**BUILDING**

(530) 621-5315 / [bldgdept@edcgov.us](mailto:bldgdept@edcgov.us)

**PLANNING**

(530) 621-5355 / [planning@edcgov.us](mailto: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
<p><b>1. Pre-Construction Meeting:</b></p> <ul style="list-style-type: none"> <li>● Before work starts: Pre-Construction Meeting.</li> <li>● Pre-Construction Meeting: Project Contractor &amp; Representatives from all Sub-Contractors</li> <li>● Contractor to provide schedule and notice of working hours.</li> </ul>		
<p><b>2. Job Site Address Posted:</b></p> <ul style="list-style-type: none"> <li>● Must be visible from street</li> </ul>		
<p><b>3. Approved plans to be on site:</b></p> <ul style="list-style-type: none"> <li>● Grading plans approved by El Dorado County Building Dept.</li> <li>● Fugitive dust plan approved by AQMD</li> <li>● SWPPP, if applicable, approved by SWRCB</li> </ul>		

Check Box as Applies	Discussed	N/A
<p><b>4. Contractor Acknowledges Working Hours:</b></p> <ul style="list-style-type: none"> <li>Construction (e.g., construction, alteration or repair activities) during daylight hours on weekdays.</li> </ul>		
<p><b>5. Site Work/Inspections:</b></p> <ul style="list-style-type: none"> <li>Building plans approved by Building Department</li> <li>SWPPP, if applicable, approved by SWRCB</li> <li>Fugitive dust plan approved by AQMD.</li> </ul>		
<p><b>6. Erosion Control BMP &amp; Trash Disposal Requirements:</b></p> <ul style="list-style-type: none"> <li>Contractor to have adequate covered containers on site for the disposal of solid waste and litter, appropriate arrangements for the collection and disposal.</li> <li>Effective erosion control features shall be in place between October 15 and May 1.</li> <li>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.</li> </ul>		
<p><b>7. Pad Grade Certification:</b></p> <ul style="list-style-type: none"> <li>A Compaction Report by the Geotechnical Engineer.</li> <li>Provide a pad certification (compaction and elevations are correct).</li> <li>Provide special inspection reports at time of scheduled inspection. All reports to remain on site.</li> <li>Completed prior to digging the footings.</li> </ul>		
<p><b>8. Inspection Schedule:</b></p> <ul style="list-style-type: none"> <li>Inspections must be scheduled at least 24 hours in advance.</li> <li>Provide any Special Inspection reports prior to inspection.</li> <li>No work to be covered without inspection and approval.</li> <li>Provide document/installation spec for specialty product.</li> <li>Rough grade/keyways</li> <li>Inspection on retaining walls, rockery wall, gravity walls (footings, mid-height, grout, final).</li> </ul>		
<p><b>9. Excavation/Prep:</b></p> <ul style="list-style-type: none"> <li>All earthwork is to be confined to project boundaries as per approved plans.</li> <li>Import/export?</li> </ul>		

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

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

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