

Private Provider Pre-Construction Meeting

Prior to issuance of a Private Provider Master or Phased Permit, a Pre-Construction Meeting is required, and acknowledgement/meeting date shall be recorded into the permit records. The Owner, Private Provider, General Contractor, Major Sub-Contractors and Architect shall attend the meeting.

Meeting Agenda

1. CONSTRUCTION INSPECTION LOG:

- A.** Contacts List including Private Provider, General Contractor, Major Sub-Contractors, Architect/ Engineers and City of Miami Beach (**CMB**) Chiefs/ Supervisors.
- B.** Inspections to be organized according to the construction sequence.
- C.** Log to be tabbed per building, area, floor level, trade and chronological order.
- D.** Include separate tabs for Threshold Inspectors, Specialty Engineers (Windows, Roofing, Waterproofing, etc.)

2. INSPECTIONS:

- A.** Inspections may not be requested until a CMB permit is issued and plans are available on site.
- B.** Inspections may be requested by the contractor from the Private Provider; the Private Provider notifies the CMB of the same request prior to 2 pm on a daily basis.
- C.** All inspections not involving Fire, Planning, Public Works, Elevator and Floodplain Management only require the Private Provider's approval; the contractor may proceed with the next phase of the work without having to wait for CMB approvals.
- D.** All inspections involving Fire, Planning, Public Works, and Elevator may require the CMB department's approval in addition to the Private Provider's approval prior to the contractor proceeding with the next phase of the work.
- E.** For permits where the Private Provider is involved in the inspections phase only, the portion involving Floodplain Management inspections may be performed by the Private Provider inspector.
- F.** The Contractor shall schedule the Final inspection for all trades via the Interactive Voice Response (IVR) system (305) 673-7370, with the exception of the Electrical trade; the Electrical Sub-contractor shall schedule the Temporary Power for Construction, Temporary Power for Testing and the Final Inspections via the IVR; Temporary Power for Construction & Temporary Power for Testing require separate permits.

- G. CMB inspections may be performed contingent on City workload; inspections will consist mainly on reviewing the project inspection logs, determining if logs are updated according to the project schedule and may include a walkthrough.
- H. Differences between CMB and Private Provider inspectors regarding inspection results, shall be discussed with the Private Provider, General Contractor and/or Sub-Contractor on site and consensus documented by the Private Provider in the Log book; inspection result differences that may not be resolved on site may be further discussed with the Chiefs, Operations Manager or Building Official

3. REVISION TO CONSTRUCTION DOCUMENTS:

- A. Changes made to the construction that require plan revisions shall be determined by the Private Provider inspector as being Minor or Major. At the Contractor's/Owner's own risk, Minor plan revisions may be submitted to the City of Miami Beach on a bi-weekly basis as applicable for review and approval after the Private Provider has reviewed and approved same. The work may proceed after the plan revision is placed in the Field Log Book. Any code deficiencies found subsequently by the City's review of the plans shall be immediately corrected.
- B. **Minor Changes** do not affect Life Safety systems, Major Structural components, fire rated horizontal / vertical assemblies or any building component under the NFPA/ Fire Department's jurisdiction. Minor Changes may be submitted on a letter size drawing directly to the contractor as a signed and sealed field directive by the Architect or Engineer of Record. All minor plan revisions shall be kept in the field log book under a separate tab. All minor revisions shall be consolidated on a bi-weekly basis into formal construction documents and submitted to the City of Miami Beach for review and approval.
- C. **Major Changes** may affect one or more of the building systems aforementioned under Item "B" above and must be submitted to the Building Department for review prior to the construction change being carried out. All changes, whether Minor or Major, affecting Fire Department's purview, shall be reviewed by the City prior to proceeding with the work.

4. FINAL REVISED CONSTRUCTION DOCUMENTS SET:

- A. All projects with a valuation of \$1,000,000 or more will require a consolidated set of revisions.
- B. Prior to the Final Building inspection and Certificate of Occupancy the Final revised drawings set shall be in "Finaled" status.
- C. A Temporary Certificate of Occupancy may be issued pending the Final Revised Construction Documents Set.