



Engineering Department
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(Staff use only)
DP No: _____
File: _____

PRE-CONSTRUCTION MEETING REQUEST

Purpose: This form shall be used by Developers (or Designated Representative) to request a Pre-Construction Meeting for each project. Please follow instructions on page 3 of this form. Incomplete or missing information may require resubmission.

Pre-Construction meetings can be scheduled after all required information is provided on this form. Work may not begin until a pre-construction meeting is held for the project. Changes to contact information or companies involved must be re-submitted on this form before they can begin coordination for inspections. Inspectors may stop work if a Pre-Construction meeting is not held or changes not submitted to the District. Rescheduling of Pre-Construction meetings may be required if there is insufficient representation from contractor team at meeting.

REQUIREMENTS	
Please mark boxes to confirm the following and enter the date of plan approval	
<input type="checkbox"/> Final plans have been approved and signed by CVWD	Date of Plan Approval (MM/DD/YY): _____/_____/_____
<input type="checkbox"/> City Right of Way Permit has been approved and meeting with City has occurred or will be coordinated with this Pre-Construction Meeting	

GENERAL INFORMATION			
Project Name:			
Address / Location:			
Developer / Owner:			
Owner Representative:			
Contact Email:		Phone #	
Engineer of Record:			
Plan Checker:		CVWD Project #	

PROJECT AND MEETING INFORMATION	
Project Type:	
Connection Type: (please check all that apply)	
<input type="checkbox"/> Potable Water	<input type="checkbox"/> Wastewater / Sewer
<input type="checkbox"/> Recycled Water	
Meeting Time: (please list dates/time your team is available)	

PRIME CONTRACTOR / CONSTRUCTION MANAGER			
Company:		License #	
Contact Name:		Contact # & E-Mail	

SUB - CONTRACTORS	
Please list the name and license # of sub-contractors associated with pipeline and/or lateral connections:	

ADDITIONAL CONTACT INFORMATION

Instructions: Please enter role names and appropriate contact details. Please only enter information for sub-contractors related to pipeline or lateral connections. If applicable, include the specific role for each entry (e.g. Backflow, Sewer Laterals) under “Project Role”. You may use additional copies of this page for additional contacts. If using additional pages, please note the total number (excluding the first page) at the top of this page.

A representative for all relevant sub-contractors must be in attendance of the pre-construction meeting.

<u>ROLE:</u>	
Contact Name:	Company:
Email:	Phone:
Project Role:	Contractor Lic Type / Num.: /

<u>ROLE:</u>	
Contact Name:	Company:
Email:	Phone:
Project Role:	Contractor Lic Type / Num.: /

<u>ROLE:</u>	
Contact Name:	Company:
Email:	Phone:
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Contact Name:	Company:
Email:	Phone:
Project Role:	Contractor Lic Type / Num.: /

INSTRUCTIONS FOR COMPLETING PRE-CONSTRUCTION MEETING REQUEST

Instructions:

- 1. All fields must be filled to the best of the applicant's knowledge. The project's assigned plan checker can help you fill out this document.**
- 2. Inspectors may reject inspection request from entities not submitted to the District by the applicant.**
- 3. Changes to contact information or companies involved must be re-submitted on this form before they can begin coordination for inspections.**

Entry Field Descriptions

Requirements: Mark boxes to confirm the following requirements for a District Pre-Con have been met:

1. Final plans have been approved and signed by CVWD. Enter the date of plan approval.
2. City Right of Way (ROW) Permit has been approved and the meeting with City must take place at the same time or prior to this District Pre-Construction Meeting.

Project Name: Enter official title assigned to this project.

Address / Location: Enter site location where construction will take place. Address, Tract Number, or Description are acceptable.

Developer / Owner: Enter name of person/institution identified as the applicant and owner of this project

Owner Representative: Enter party who represents the developer/owner to work on this project on their behalf, if applicable. This party may be hired by the Developer who can speak on their behalf. This should not be the Prime Contractor, Construction Manager, or any of their sub-contractors.

Engineer of Record: This is the Engineer who stamped the plans, led the development, and is the responsible for the design of the approved set of plans for this project. This is not the District Engineer who approved your plans.

Plan Checker: District Staff person who was assigned as the lead for your project; their initials are on the plans. This is not the Engineer who signed the plans.

CVWD Project #: Number assigned by the Cucamonga Valley Water District.

Project Type: The general category this project falls under: Residential Tract, Commercial Building, Industrial Facility, and etc.

Connection Type: Mark boxes next to all water connections associated with this project.

Meeting Time: Enter possible dates and corresponding times your party is available for the pre-construction meeting. (Ex. 1/1/21 8:30 AM)

Prime Contractor / Construction Manager: Enter the name and license # of the prime contractor or Construction Management Team responsible for construction of District facilities on this project.

Sub – Contractors: Enter only the names and license #s of all sub-contractors related to the pipeline and/or lateral connections of this project. Sub-contractors not affiliated with this area do not need to be included.