



RESIDENTIAL REMODEL PRE-CONSTRUCTION CHECKLIST
(April 2022)

DATE: ____-____-____	PERMITS Nos. _____
PROJECT ADDRESS: _____	

This Pre-Construction package is intended to provide information and forms useful to the owner, developer, and contractor during the course of a construction project. This package should be maintained on the job site in a prominent location and referred to often. It is not comprehensive, for additional information or clarifications refer to the building inspector.

CITY PERSONNEL

- | | | |
|------------------------------------|-------------------------|------------------------|
| 1. Building Inspector: | _____ | Ph. No. _____ |
| 2. Plan Checker: | _____ | Ph. No. _____ |
| 3. Inspection Supervisor: | Gina Mauro | Ph. No. 949 - 724-6546 |
| 4. Inspection Supervisor: | Rick Olson | Ph. No. 949 - 724-6530 |
| 5. Inspection Supervisor: | Garry Scott | Ph. No. 949 - 724-6329 |
| 6. Inspection Supervisor: | Joel Lyles | Ph. No. 949 - 724-6139 |
| 7. Chief Building Official | Jesse Cardoza | Ph. No. 949 - 724-6377 |
| 8. B&S Operations Supervisor: | Roger Carton | Ph. No. 949 - 724-6331 |
| 9. Water Quality Engineer: | Michael Yang | Ph. No. 949 - 724-6327 |
| 10. Principal Plan Check Engineer: | Claudia Landeras-Sobaih | Ph. No. 949 - 724-6330 |

- PROBLEM RESOLUTION:** Most problems can be resolved in the field. However, when an issue arises that requires the attention of a supervisor, it is recommended that the immediate supervisor be contacted first. Please refer to the City Personnel section above for names and telephone numbers.
- PROJECT CONTACT INFORMATION:** Required project contact information shall be maintained in the City of Irvine project job file for the duration of the construction. (Complete form at the end of this packet, inspector to retain.)

❑ CONSTRUCTION WORK HOURS

1. Monday through Friday: 7:00 a.m. to 7:00 p.m. or dusk
2. Saturdays: 9:00 a.m. to 6:00 p.m. or dusk
3. No work permitted on Sundays and Federal Holidays (see calendar attached)

❑ REQUESTING INSPECTIONS

1. Inspections shall be arranged through the automated request phone line or via the internet no later than 4:00 p.m. the working day prior to the day of the desired inspection. For instructions refer to the building card or go to:

www.cityofirvine.org/community-development/inspection-services

IMPORTANT NOTE: Many projects have multiple permits active at a given time. It is the contractor's responsibility to ensure that the permit utilized to schedule each inspection covers the work for which the inspection is being requested.

2. Appointments may only be arranged through the individual inspector after an automated request is received.
3. Inspector office hours are 6:30 a.m. to 7:30 a.m. and 3:30 p.m. to 4:00 p.m. (2:30 to 3:00 p.m. on Fridays.) Inspectors may be contacted via telephone, voice mail or in person.
4. Call between 7:00 a.m. and 7:30 a.m. day of the inspection for time windows.

❑ SIGNS AND JOB ADDRESS

1. Job address shall be posted for City and emergency personnel prior to start of the job.
2. Signs or banners may not be installed without proper permits and inspections.
3. Corporate, state and U.S. flags do not require permits.

- ❑ CONSTRUCTION SITE SECURITY Construction site security is required under City of Irvine Municipal Code Sec. 5-9-521 for new building developments with the exception of developments consisting of an individual single family home site. At or near the time of foundation inspections, compliance to the **general requirements** (see copy attached) and any applicable **security plan requirements** shall be verified. Requirements must be effectively maintained through the life of the project. Failure to do so may result in project delays. In addition, the 24/7 contact provided on the Project Contact Information form (see attached) must be an individual or individuals capable of taking any necessary corrective action should security breaches arise during off hours.

- ❑ TEMPORARY POWER shall be provided sufficient to supply job trailers, equipment, elevators etc. at the start of construction.

□ STREETS/EROSION CONTROL

1. Streets shall be kept clean.
2. All job site entry and exit BMPs shall be in place and maintained.
3. All erosion and dust control measures shall be in place and maintained per the approved Erosion Control Plan.

IMPORTANT NOTE: Critical features and activities include catch basin protection, perimeter sediment control, stock pile, and exposed area effective erosion and sediment control and house-keeping.

IMPORTANT NOTES:

- Prior to pad releases, where applicable, (which precede building permits issuance) brush clearing in the vicinity of the pad or pads in question, must be completed, approved by OCFA and documented on an OCFA field memo for presentation to the grading/offsite inspector.
 - Prior to occupancy, where applicable, permanent landscaping in the vicinity of the building(s) in question must be installed and established, approved by OCFA and so documented on the back of the Inspection Record Card unless it is determined by OCFA that an inspection is not applicable in which case a copy of the clearance shall be presented to the building inspector. (See notification and clearance form attached.)
 - Approved Fuel Modification plans and OCFA job card shall be readily available at the job site for City personnel use and reference.
1. Fire sprinkler systems are inspected by OCFA, refer to Inspection Record Card for instructions and telephone number.

□ SPECIAL (DEPUTY) INSPECTORS, FCC CERTIFIED TECHNICIANS

1. Shall be employed by the project owner, architect or engineer of record, but in no event shall the special inspector be employed by the contractor.
2. Shall be licensed by the City of Irvine for the particular type(s) of construction or operation subject to special inspection for which he/she is to witness.
3. Shall adhere to the requirements of the City of Irvine Special Inspection Manual.

□ PLANS, PERMITS, INSPECTION RECORD CARD, INSPECTOR AND CONTRACTOR RESPONSIBILITIES

1. Approved plans, permits and Inspection Record Card shall be maintained at the job site readily accessible to the inspector.
2. All work shall be performed under a valid permit.
3. All work shall be performed per the approved plans, specifications and applicable codes.

IMPORTANT NOTE: All permitted work is subject to the City of Irvine Security Code; see Municipal Code sections 5-9-501 through 5-9-528.

Prior to project completion and at certain stages during construction, requirements will be checked by the inspector. The contractor is advised to fully understand the requirements by studying the applicable referenced documents and consulting with the designer to ensure that features are built into the project as it progresses to avoid expensive reworking of paved areas and building finishes.

4. Prior to inspection approval for any work effected or defined by a detail change, plan revision or deferred submittal, such detail change, plan revision or deferred submittal shall be stamped approved by the City, and when applicable OCFA, plan check staff. All such approved changes shall be maintained at the job site as in item 1 above.
5. At the time of a called inspection, contractor is responsible for the work being complete and ready for inspection, maintaining the work exposed, and providing access to the inspector.

IMPORTANT NOTES:

- Approved concrete mix design is required at the time of inspection preceding concrete placement.
 - Mill and/or fabricator certifications required at the time of inspection of any fabricated structural item, e.g., masonry units, reinforcing steel, structural steel. See Information Bulletin 311 for Fabricator and document requirements.
 - Nondestructive testing report and acceptance certification of all welds requiring such testing per Section 1705.2.1 of the California Building Code or the project specifications shall be provided at the time of inspection.
 - All project documents such as reports and certifications shall bear the project address.
6. When the inspector is called upon to make an inspection, he shall either approve the work and sign the Inspection Record Card or partial card, or write a correction explaining the deficiencies with reference to appropriate code sections, plan sheets or details.

IMPORTANT NOTES:

- Only the inspector is authorized to sign the Inspection Record Card.
 - Each correction notice shall remain in effect until signed off. All correction notices shall be maintained on the jobsite filed as described below.
 - Maintain current approved plans and job card onsite.
- PEX PIPING. Per 604.1.2 of the California Plumbing Code PEX piping in new construction shall be flushed twice. The pipe system shall be first flushed for at least 10 minutes and then filled and allowed to stand for no less than 1 week, after which all the branches of the pipe system must be flushed long enough to fully empty the contained volume. This provision shall not apply to the installation of PEX pipe where it replaces an existing pipe system of any material.

Upon completing the first flush and filling of the piping for the second flush, removable tags shall be applied at each fixture or if prior to setting fixtures at each hose bib and main shut-off valve. Tags shall state the following:

“This new plumbing system was first filled and flushed on _____ (date) by _____ (name). The State of California requires that the system be flushed after standing at least one week after the fill date specified above. If this system is used earlier than one week after the fill date, the water must be allowed to run for at least two minutes prior to use for human consumption. This tag may not be removed prior to the completion of the required second flushing, except by the building owner or occupant.”

IMPORTANT NOTE: A building may not be occupied or pass final inspection without having first complied with the above described flushing protocol.

- ❑ **WEEP SCREED:** California Residential Code R703.7.2.1 requires weep screed at or below the foundation plate line on all exterior stud walls and at least 4 inches above the earth or 2 inches above paved areas. Since residential paving is often installed without prior inspection of line and grade, it is important to check layouts prior to asphalt or concrete placement or run the risk of being required to redo work.
- ❑ **DIAPHRAGM NAILING:** American Wood Council Special Design Provisions for Wind and Seismic sections 4.2.7.1.1 and 4.2.7.1.2 require 3-inch nominal or thicker framing as follows:
 - ❑ Nail spacing is 2-1/2 inches or less at adjoining panel edges for “Blocked” diaphragms.
 - ❑ 10d nails are spaced at 3 inches or less at adjoining panel edges for “Blocked” diaphragms.
 - ❑ At boundaries and adjoining panel edges for “High Load Blocked” diaphragms.
- ❑ **SHEAR WALL NAILING:** American Wood Council Special Design Provisions For Wind and Seismic section 4.3.7.1 requires 3-inch nominal or thicker framing as follows:
 - ❑ Nail spacing is 2 inches or less at adjoining panel edges.
 - ❑ 10d nails are spaced at 3 inches or less at adjoining panel edges.
 - ❑ The nominal unit shear capacity on either side of the shear wall exceeds 700 plf.
- ❑ **ANCHOR BOLT WASHERS:** California Residential Building Code 602.11.1 requires that shear wall sill plates to be anchored with anchor bolts with steel plate washers between the foundation sill plate and the nut, or approved anchor straps load rated in accordance with Section 2304.10.3. Such washers shall be a minimum of 0.229 inch by 3 inches by 3 inches (5.82 mm by 76 mm by 76 mm) in size. The hole in the plate washer is permitted to be diagonally slotted with a width of up to 3/16 inch (4.76 mm) larger than the bolt diameter and a slot length not to exceed 1-3/4 inches (44 mm), provided a standard cut washer is placed between the plate washer and the nut.

- INFORMATIONAL ATTACHMENTS AND FORMS The following are attached for your convenience. Attachments with an asterisk (*) are to be removed and posted in the jobsite construction trailer.

IMPORTANT NOTE: A complete and updated set of Information Bulletins may be accessed online by visiting www.cityofirvine.org, then clicking successively on Government, Community Development, Building and Safety, Building and Safety, Informational Bulletins, or:

www.cityofirvine.org/community-development/informational-bulletins

1. [Information Bulletin 181, Concrete Placement In Foundations and Floor Slabs;](#)
2. [Information Bulletin 185, Wall and Fence Requirements](#)
3. [Information Bulletin 220, Soil Report Requirements for Additions](#)
4. [Information Bulletin 222, Permits and Construction for Repairs and Remodels to Existing Condominiums, Townhouses and Detached Single Family Homes](#)
5. [Information Bulletin 250, Roof Slope and Certification Requirements;](#)
6. [Information Bulletin 251, Structural Observation Certification Requirements by Licensed Professional For The Construction Of All New Buildings, and Program and Report Forms \(Information Bulletin 251.1\);](#)
7. [Information Bulletin 296, Domestic Clothes Dryer Moisture Exhaust Duct Length Limitations;](#)
8. [Information Bulletin 302, Survey Requirements to Establish Require Property Line Setbacks](#)
9. [Information Bulletin 325, Mechanical Vent and Exhaust Terminations Prohibition at Zero Lot Lines, Yard Easements and Exclusive Common Elements](#)