

THE PRE-CONSTRUCTION MEETING

The Pre-construction Meeting is the bridge between the Development Order and the Development Permit approval for construction. The meeting is required for Subdivisions and Commercial Site Developments.

What is a Development Order?

A Development Order is a document issued by the Department of Community Development indicating that the City has approved development review plans for a project. A Development Order typically expires after one year. The completion of the Pre-construction Meeting process is required prior to the expiration date indicated on the Development Order.

What is the Development Permit approval for construction?

The Development Permit approval for construction authorizes the commencement of development site work construction, however the approval does not eliminate separate building permitting requirements for various site improvement items, such as signage, walls, parking lot lighting, dumpster enclosures, temporary trailers, or temporary power. In most cases, development plans that are stamped "Approved for Construction" will serve as the Development Permit. A Development Permit is usually only valid for one year. The permit approval can be extended through a proper request and application fee.

Pre-construction Meeting Agenda

The Pre-construction Meeting serves as an opportunity for the Department of Community Development Engineering Division to inform the Engineer of Record and Contractors of submittals, fee payments, and other requirements they are to address in order to obtain the Development Permit approval for construction for their project. The meeting also allows City Staff to greet the Developer, Engineer of Record, Contractors, and Franchise Utility Companies. Other matters are discussed at the meeting, including but not limited to the following information:

- Conditions attached to the Development Order;
- An overview of the development plan by the Engineer of Record
- Development plan clarifications;
- Public Utilities and other City Department requirements;
- Site Development Contractor concerns and construction scheduling;
- The coordination of construction with City inspectors;
- The A.B.C. Clearing Permit process;
- Inspection procedures and testing requirements to be followed during construction;
- The submittal requirements and procedures for final development inspections;
- Additional requirements concerning the final review/approval process to record a Subdivision Development Plat;

Minutes of the Pre-construction Meeting will be provided to the Engineer of Record for distribution. Clearing/construction must commence within 45 days of the meeting or an additional meeting and fee will be required.

Scheduling a Pre-construction Meeting

The Engineer of Record for a Development is to provide a written (or email) request to the Department of Community Development Engineering Division to schedule a Pre-construction Meeting. The request is to include the following information:

- Updates to development order conditions as to how they are being addressed;
- A statement of who the contracted site development contractors are;
- A statement of which federal, state, county permits are required and which ones have been issued;
- A copy of a schedule or a statement of proposed scheduling (start date/duration);
- Any preferred dates/times for the meeting.

When the Engineering Division approves the request, the Pre-construction meeting will be scheduled for a specific date and time in a conference room at City Hall.

Pre-construction Meeting Attendance

The Engineer of Record is responsible to make sure that contractors and all Franchise Utility Companies (F.P.L., AT&T, Bright House Networks, and Peoples Gas) are advised of the date, time, and location of the Pre-construction meeting. The Engineer of Record, the General Contractor, and major site work Subcontractors (utilities, paving) are required to attend the Pre-construction meeting. It is recommended, not required, that all Franchise Utility Companies have a representative attend the meeting. The Developer is welcome to, not required, to attend the meeting.

Building Permit Applications

The Department of Community Development Building Division may begin review of building plans at any time during the development review process, therefore it is recommended that the General Contractor submit building permit applications as soon as possible to avoid possible delays. The Building Division cannot issue any building permits until the Development Permit approval for construction has been issued.

Development Permit Issuance

Upon completion of the Pre-construction Meeting, receipt of all required documentation, permits, fees, and completion of the ABC clearing permit process, if applicable, the City shall issue the Development Permit approval for construction. The permit approval is issued contingent upon compliance with the Development Order and Land Development Code. The Department may require the attachment of additional construction contingencies resulting from discussions at the Pre-construction Meeting.

The City of Port Orange Department of Community Development maintains a professional staff willing to assist you in all development services. If you should have any questions concerning the information above, please contact our department.

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