

PRECONSTRUCTION MEETING CRITERIA CHECKLIST

PROJECT NAME:	
PROJECT PDOX #:	
PROJECT TYPE:	
(EXAMPLES)	(water, sanitary sewer, storm sewer, streets)
OWNER/DEVELOPER:	
ENGINEER:	
CONTRACTOR:	

PRECONSTRUCTION MEETING SUBMITTALS CHECKLIST

All applicable materials must be submitted. Missing materials will deem the submittal inadequate. To properly review the preconstruction submittal package and coordinate with other departments, please submit at least ONE WEEK in advance of the meeting.

Pre-construction meeting minutes must be submitted to the City by the Engineer within five (5) business days after the pre-construction meeting.

REQUIRED SUBMITTAL	REQUIRED	DATE ACQUIRED	COMMENTS
Approved Plans & Specifications: <ul style="list-style-type: none"> • City of Bozeman (COB) • Montana Department of Environmental Quality (MDEQ) • Montana Department of Transportation (MDOT) 			Approval letters shall be submitted.
Dedicated Easements			A hard copy of the recorded dedicated easement must be submitted.**
Abandoned Easements			A hard copy of the recorded dedicated easement must be submitted.**
Shop and Fabrication Drawings			Shop and Fabrication Drawings shall bear licensed Engineer's approval when submitted.
Traffic Control Plan			Submit with Street Cut, Utility, and/or Encroachment Permit Applications.
Upload Street Cut Bond Form for construction in Public Right-of-Way.			This bond remains in effect for a period of two (2) years from the date the Street Cut Permit is issued, or for a period of one (1) year following acceptance of completion of the work by the CITY, whichever is longer. The CITY may, in its own discretion, upon request and following inspection and acceptance of the work, release this bond in writing.

Copy of Contractor's and Subcontractor's Insurance			Include a list of contractors to be used on the project, including the primary contractor and any subcontractors. Provide a copy of proof of insurance for the primary and subcontractors. Proof of insurance must be provided with the Pre-Construction submittal as well as with the Street Cut, Utility, and/or Encroachment Permit Applications.
PERMITS: Dewatering Discharge Permit Authorization (MDEQ) *			
310 Permit/SP 124 Permit (Gallatin Conservation District/Fish Wildlife and Parks) *			
404 Permit (Army Corps of Engineers) *			
Water Main Testing Plan			
Sewer Bypass Pumping Plan			
Stormwater Pollution Prevention Plan Confirmation Letter (COB/MDEQ*)			
Street Cut Permit (COB/County) *			
Utility Occupancy Permit (MDOT/County) *			
Encroachment Permit (COB)*			
Flood Plain (COB) *			

REQUESTED MEETING DATE OPTIONS: _____

(Meeting will not be scheduled until all above applicable submittals are received.)

* Note: To be determined by the design engineer.

**For public easements, the review engineer may allow the pre-construction meeting to be scheduled if the executed original easement has been submitted to the review engineer but not recorded.