



## Construction Project Best Practices

The information contained in this document is intended to provide guidance to contractors and applicants regarding the best practices for large projects.

### General Requirements

- Contractor shall maintain the following throughout the entirety of the project
  - Best Management Practices (BMPs)
  - Construction fencing
  - Porta-Potty shall be maintained in a clean and sanitary way
  - Temporary power pole(s)
  - Dust control
  - Control of Erosion of Slopes and Channels
  - Stormwater and Urban Runoff Pollution Control
  - Site grading
- Project Address
- Identify room or unit per the plan
- Posting of "Hours of Construction"
- Minimum Safety, Security and Sanitation per Cal/OSHA
- City-approved temporary power facilities
- Follow the City's [Site Management](#) handout, available on the Building Division's webpage.



### Special Inspection Protocol

- Each special inspection agency must submit to the Building Official to become an Approved Agency, as required by the California Building Code, section 1703. A company profile including resumes of all employees, their certifications, and a list of the type of work for which recognition is requested.
- All special inspectors shall be from an Approved Agency and shall also register with the City of Downey prior to performing inspections.
- All special inspection reports shall have the Approved Agency's letterhead.
- Each special inspector registration is valid with the city for one year from the date of issuance.
- Special inspectors shall carry approved identification when performing the functions of a special inspector.
- Special inspectors shall file Daily Special Inspection Reports.
- When one special inspector takes over a project for another, they must register with the city prior to starting work.
- The special inspector shall bring non-conformance items to the immediate attention of the contractor and note all such items in the daily report.
  - If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the building inspector and the engineer/architect of record.
- Maintain a 3- ring binder with all approved special inspection reports.

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- Special inspections are in addition to required inspections by the jurisdiction, they do not take the place of them or the required structural observations.
- At the conclusion of the work included in the permit, the special inspector/s shall submit a “Final Special Inspection report” to the Building Official stating that all site visits have been made and there are no remaining deficiencies, to the best of their knowledge.

**Note: Building inspections will not be performed prior to the submittal and acceptance of the special inspection report for that specific stage of construction.**

## Structural Observation Protocol

- The Building Official may require the architect or engineer of record to attend a preconstruction meeting prior to the commencement of work.
- Determine the structural observation schedule.
- Maintain a 3- ring binder with all approved structural observations.
- Review the Structural Engineer Field Report immediately.
- Track all deficiencies until resolved.
- All structural observations shall be submitted on The City of Downey [Structural Observation form](#).
- Structural observations are done in addition to required inspections by the jurisdiction, they do not take the place of them or the required special inspections.
- At the conclusion of the work included in the permit, the structural observer shall submit a “Final Structural Observation report” to the Building Official stating that all site visits have been made and there are no remaining deficiencies, to the best of their knowledge.

**Note: Building inspections will not be performed prior to the submittal and acceptance of the structural observation for that specific stage of construction.**

## RFI’s, Bulletin’s & Revisions

- Discuss the RFI, revision/bulletin process with the inspector and plan checker at start od the project.
  - For smaller items, and based on your inspector’s discretion; there are times when the engineer can draw & stamp the fix for a particular item, then submit several revisions to plan check at one time as a bulletin. This MUST be discussed with your inspector and plan checker beforehand.
- Review project and plans in advance to ensure RFI’s, revisions, etc. do not unnecessarily delay construction.
- Document the RFI’s on approved documents on a semi-daily basis.
- Maintain RFI’s and file numerically (e.g., 0001 – 0100) in the field office.

## Deferred Submittals

- Deferred Submittal submittals shall be reviewed and approved by the design professional prior to being submitted to the city.
- All deferred submittals shall be submitted, permitted, and approved prior to framing inspection.

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## Inspections

- It is the general contractor and/or superintendent's responsibility to ensure the proper inspections have been performed and that work does not get covered prior to being approved by the building inspector.
- A full size set of approved plans that are stapled, in proper order, and up to date with the most recent revisions shall be kept at the construction trailer.
- Verify special inspector and/or structural observations have been approved for that particular area of inspection prior to requesting an inspection.
- The assigned general contractor or superintendent must pre-walk all inspections to confirm completeness per construction documents prior to requesting inspection.
- Review all construction documents and/or codes associated with the requested inspection, prior to inspection.
- Desk/ flat table- a location the inspector will be able to review the plans and construction documents.
- A flat, portable surface that can be brought to the active construction area so the inspector can review the plans during the inspection.
- The inspector shall be able to safely access the area for inspection.
- Ensure there is a representative from each trade that requested an inspection available to walk with the inspector.
- When submitting inspection requests, please clearly state what areas, trade, etc. you want inspected. If requesting a partial, use gridlines, precise locations or other distinguishing wording.
- Inspection requests for the next business day shall be submitted by 3:00 p.m.

## Occupancy Plan

- If phased occupancy or a Temporary Certificate of Occupancy (TCO) will be requested, please discuss this process with your inspector and the other city departments involved in your project well in advance of needing occupancy.
- Create a phasing/occupancy plan to submit for review at drywall stage.
- Schedule a phasing plan meeting with all appropriate departments.
- Written approval is required from all departments prior to the Building Division granting occupancy.

## Project Close-Out

- Follow the [Required Steps to Prepare for Final Inspection](#) handout, available on the Building Division's webpage.
- Confirm that all the conditions of approval have been satisfied.
- Confirm that all inspection outstanding issues have been addressed.
- Confirm that all pending revisions have been submitted and approved.
- Obtain all elevator inspection certifications.
- Obtain approval from all governmental agencies involved in your project. (e.g. Los Angeles County Health Dept. for restaurants or public swimming pools or the state of California for elevators).

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- Obtain all required Energy Compliance documents.
- Obtain all final reports, observations, certificates of compliance, etc. (e.g., Geotechnical Engineer, Special Inspector, Structural Engineer, etc.).
- Provide a building binder of all the original final documents for the customer.
- Retain the originals or copy of documents for record.

## Fire Department Requirements

- Maintain Fire Access**
  - Approved vehicle access for firefighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet (30 480 mm) of temporary or permanent fire department connections. Vehicle access shall be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.
- Smoke Detectors and Smoke Alarms**
  - Smoke detectors and smoke alarms located in an area where airborne construction dust is expected shall be covered to prevent exposure to dust or shall be temporarily removed. Smoke detectors and alarms that were removed shall be replaced upon conclusion of dust-producing work. Smoke detectors and smoke alarms that were covered shall be inspected and cleaned, as necessary, upon conclusion of dust-producing work.
- Portable Fire Extinguishers to be made available where required**
  - Structures under construction, alteration or demolition shall be provided with not less than one approved portable fire extinguisher in accordance with Section 906 and sized for not less than ordinary hazard as follows:
  - At each stairway on all floor levels where combustible materials have accumulated.
  - In every storage and construction shed. Additional portable fire extinguishers shall be provided where special hazards exist including, but not limited to, the storage and use of flammable and combustible liquids.
- Housekeeping**
  - Flammable and combustible liquid storage areas shall be maintained clear of combustible vegetation and waste materials. Such storage areas shall not be used for the storage of combustible materials.
- Precautions Against Fire**
  - Sources of ignition and smoking shall be prohibited in flammable and combustible liquid storage areas. Signs shall be posted in accordance with Section 310 (Smoking Signs).

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