

# Submittals Required for Scheduling a Pre-Construction Meeting

The following is a list of requirements that shall be submitted to the Engineering Services Department prior to the scheduling of a pre-construction meeting. Once the following items have been accepted, a pre-construction meeting will be scheduled.

Please indicate which of the following items are included:

Included	Not Included	N/A	
_____	_____	_____	PUD Conditions/Developers Agreement
_____	_____	_____	Engineers Certification (Exhibit 2)
_____	_____	_____	Schedule
_____	_____	_____	Maintenance of Traffic Plan
_____	_____	_____	Approved Shop Drawings
_____	_____	_____	Sleeving Plan
_____	_____	_____	Geotechnical Report
_____	_____	_____	FDOT Permits
_____	_____	_____	SJRWMD Permits
_____	_____	_____	FDEP Permits
_____	_____	_____	Army Corps of Engineers Permits
_____	_____	_____	Bonds
_____	_____	_____	Payment for Inspection Fees
_____	_____	_____	Site Building Permit issued through the Building Department
_____	_____	_____	Any other Information pertaining to the project

It is the responsibility of the submitting party to invite the necessary entity involved with the project to the pre-construction meeting; this includes the Contractor, the Engineer of Record, the Developer, Utilities, Paving Firm and the Testing Firm of your choice. Proof of notification to all necessary parties and their response (attend or decline to attend) must be submitted. Utility companies (cable, telephone, internet, gas, FP&L, JEA, etc.) MUST attend the scheduled pre-con. Nassau County Engineering Services Department WILL reschedule the pre-con meeting if any of the above mentioned is not in attendance.

Explanation for items not included: \_\_\_\_\_

\_\_\_\_\_

## Pre-Construction Checklist and Meeting Acknowledgement

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Additional Contact Information