



CITY OF PALM BEACH GARDENS

ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

PRE-CONSTRUCTION MEETING CHECKLIST/INFORMATION

Project Information

Project Name:

Permit #:

Date:

Time:

Attendees

Name	Company	Phone	E-mail

General Contact Information

Contact Person	Agency/Company Name	Phone #	E-mail
City Engineer	Todd Engle, P.E	City of Palm Beach Gardens	561-804-7012 tengle@pbgfl.com
Field Inspector	Jay McKee	City of Palm Beach Gardens	561-719-4442 jmckee@pbgfl.com
Contractor			
Owner/Representative			
Other _____			
Other _____			
Other _____			

Site Inspections Requirements

Inspections	N/A	Minimum Required
MOT (Maintenance of Traffic)	<input type="checkbox"/>	<input type="checkbox"/>
Lift Station Start-up	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum/Clean Storm Pipes	<input type="checkbox"/>	<input type="checkbox"/>
Subgrade	<input type="checkbox"/>	<input type="checkbox"/>
Base	<input type="checkbox"/>	<input type="checkbox"/>
Asphalt	<input type="checkbox"/>	<input type="checkbox"/>
Final ^{1,4} (punch list provided)	<input type="checkbox"/>	<input type="checkbox"/>
Final ^{2,3}	<input type="checkbox"/>	<input type="checkbox"/>
NPDES ^{5,6}	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

1 One of the conditions of approval for this project requires the Applicant to notify the City at least 10 working days prior to the commencement of any work/construction activity within any public right-of-way within the City of Palm Beach Gardens. In the case of a city right-of-way, the Applicant has at least five working days to obtain a right-of-way permit. Right-of-way permits may be obtained at the Building Division. Failure to comply with this condition could result in a Stop Work Order of all work/construction activity within the public right-of-way and the subject development site.

2 Please notify the City a minimum of 48 hours to schedule inspections.

3 As-built drawings must be received by the City prior to scheduling this final inspection.

4 Items listed in "Final Inspection Requirements Checklist" must be submitted prior to scheduling a final inspection.

5 If the NPDES inspections are not performed by the City, Applicant shall provide ALL required (weekly and post rain event) NPDES inspections for the City's review and approval prior to the final sign-off of the Infrastructure permit.

6 If up to date NPDES inspection forms are not found in the permits/inspections board, City staff will perform the required NPDES inspections and the Applicant will be responsible for all related charges, accordingly.

NOTE: Overtime or weekend/holiday inspections will be charged a minimum of 2 hours at the rate of one and a half (1.5) times the City's Engineering Department hourly rates (engineering rates can be found on the City's website). Subject to staffing availability and as subject to review and approval by the Director of Engineering.

FOR ALL PERMITS:

1. For inspection purposes, the Applicant shall give the City's Engineering Department at least 48 hours notice prior to commencement of construction.
2. In order to receive the engineering escrow that was required in the beginning of the review process, the Applicant must make an official written request for this escrow to be returned. The request must be made to the City's Engineering Department for review and approval. The engineering escrow will not be returned until all work has been completed at the City's Engineering Department's satisfaction, all required documents have been received and all invoices related to the project have been paid (to be verified by the City's Financial Department).