

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

**CITY OF OREGON CITY  
RECORD OF PRE-CONSTRUCTION MEETING**

**PRE-CONSTRUCTION AGENDA ITEMS**

**1. INTRODUCTIONS**

*The purpose of the public works pre-construction meeting is to make the general contractor, design engineer, and owner aware of construction standards and expectation of the City of Oregon city. These standards and expectations supplement the approved design plans.*

*These standards and expectations relate to only those improvements that will ultimately be owned and maintained by the City of Oregon City after the 2-year maintenance period (although also includes and privately maintained stormwater management systems). Commonly this refers to new roads, widened roads, new, repaired, or replaced sidewalks and curbs, new or replaced sanitary, stormwater, or watermain pipes and structures, and all stormwater management facilities. It also refers to street lighting and any improvements required by a related government agency such as CRW, Clackamas County, and ODOT.*

**Validity of the Pre-Construction Meeting and approved plans**

Sometimes the public improvements occur first in a project (such as subdivisions) and sometimes they may occur last (such as commercial projects). The pre-construction meeting is required for release of approved engineering plans and building permits. This pre-construction meeting is valid for 3 months. If no public improvements occur within 3 months, an additional pre-construction meeting will be required. That meeting may be on-site and a recap of the original preconstruction meeting. If the primary contractor changes prior to start of construction, the new contractor shall attend a pre-construction meeting.

If no work begins within 3 months, the Engineer of Record will be required to update their plans with the construction standards and details which are current at the time of the new preconstruction meeting. If work begins, but then construction is delayed for an extended period, the project plan may require use of updated city construction standards and details.

The plans will be valid for 6 months. If no work begins on any portion of the project (public or private), the plans will be considered expired and void. The applicant or a new buyer may pay a 1.0% of the cost of public improvements fee to have the plans re-reviewed and then revised if needed to reactive the approval of the plans.

**PERMITS AND APPROVALS**

Approved plans provided by Public Works will function as the permit and authorize the contractor to conduct construction of public improvements. Public improvements are defined as public utility extensions and roadway improvements within existing right-of-way. Public improvements may also be on private property in certain circumstances (E.G. stormwater facilities). **Other work within privately owned property requires Building Permit(s) which must be acquired through the Building Department. Contractors working in Oregon City must have an Oregon City Business License or a Metro License.**

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

**2. UTILITY LOCATES**

Contact the Oregon Utility Notification Center (1-800-332-2344) before any excavation occurs onsite or within the right-of-way.

**3. EROSION CONTROL**

Sites disturbing 1,000 sf or more shall have a City issued Erosion Control Permit. A site steward representing the applicant shall be designated. The site steward shall make **daily inspections** to ensure the approved Erosion and Sediment Control plan is being followed. A form will be provided to you that you have the option to use. Daily inspection reports shall be sent to the City's project manager and City's inspector along with the regular site construction reports.

Sites disturbing 1.0 acre or more are required to obtain a 1200-C permit prior to beginning construction. Inspections may occur from the permit authority, Department of Environmental Quality (DEQ).

Erosion Control devices shall be installed **prior to** start of construction and in accordance with the issued Erosion Control Permit and per Chapter 17.47 of the Oregon City Municipal Code. Contact the Erosion Control Officer to schedule Erosion Control inspections. The erosion control devices shall be installed and the Erosion Control Inspector must provide a passed inspection before any other work may begin onsite or offsite.

*Please note the Standards require :*

- 1. Disturbed soil exposed for 21 days or more during dry weather season (May 1 to September 30) and seven days or more during wet weather season (October 1 to April 30) shall be protected from erosion by placing ground cover.*
- 2. Inspections are required daily during active construction OR when there is stormwater runoff or runoff from snowmelt occurring. Inspections are required once every 2 weeks when the site is inactive for a period of greater than 7 calendar days (section 4.1 and 6.1)*

The City has a **zero tolerance policy** on erosion control. The expectation is zero dust, zero debris onto existing roadways, and proper sediment control to protect downstream storm sewers and natural drainageways.

The City will provide one verbal warning. The second warning is a Notice of Non-Compliance. The third warning is a Stop Work Order. This is administered for each violation throughout the project's construction. The City may go directly to Non-Compliance or Stop Work Order if the violation rises to the level of concern where the Officer believes there is imminent concern.

Additional non-compliance inspections may trigger additional fees before work is allowed to resume.

<https://www.orcity.org/744/Erosion-Sediment-Control>

**4. TREE PROTECTION AND MITIGATION**

Tree protection fence shall be installed **prior to** start of construction and in accordance with the approved Tree Mitigation Plan. An inspection will be provided at the end of the project to determine compliance with the tree mitigation plan.

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

**5. TRAFFIC CONTROL**

If obstruction of City roads or sidewalks is anticipated, (parked vehicles, heavy machinery, construction material stockpiles, etc.) **a traffic control plan must be submitted, reviewed and approved by the City prior to installation of any traffic control devices.** The traffic control plan must first be reviewed and approved by the engineer of record prior to being provided to the City. All traffic control devices shall be installed per the Manual on Uniform Traffic Control Devices (MUTCD). Submit all traffic control plans to the PWI and the Development Engineer in advance of requested traffic obstruction to allow the City ample time for review. The City discourages traffic control plans which result in road closures and such requests are subject to change based on the City's judgment and/or citizen complaints.

**6. SAFETY**

The General Contractor (and all subcontractors) shall adhere to all applicable OSHA rules and regulations, including but not limited to, trench and excavation safety. City staff will monitor for adherence to these rules and regulations and will notify the necessary agencies of violations.

**7. SCHEDULE**

Contractor shall provide a Two-Week Look Ahead Schedule to the PWI and the Development Engineer. The schedule shall include work to be performed in the Right-of-Way as well as work on stormwater mitigation facilities. This will help the PWI schedule times to inspect work and give the PWI an opportunity to look ahead at potential issues that may arise during construction.

**8. INSPECTION REQUIREMENTS**

Engineer-of-Record, or their designee, shall act as the **primary inspector** as indicated by the Engineer/Developer agreement that was signed. The City's PWI's primary duty is to provide oversight of those inspections and perform spot checks as needed.

The primary inspector, (typically the Engineer of Record, or their designee) is the responsible party for inspection of public improvements as detailed in the City inspection guidelines. The primary inspector shall ensure the project is built per the design plans and Oregon City construction standards and details. The primary inspector must also ensure that materials used during construction meet the specifications adopted by Oregon City.

The inspecting engineer(s) (Engineer-of-Record, or their designee) shall submit inspection reports to the City PWI accounting for each day that work occurs. **The reports shall be submitted to the City the following day that work has occurred unless other arrangements have been made with the PWI.**

The Engineer-of-Record shall follow City inspection guidelines and inspection checklists can be found at following webpage:

<https://www.orcity.org/1072/Inspection-Observation-Minimum-Guideline>

Requests for inspections shall be made a minimum of 72 hours in advance. Contact PWI for Public Improvement or Onsite Storm Water Facility inspections. If the PWI is needed for overtime inspections, the Contractor and/or Developer will be responsible for paying overtime wages. **PWI hours are Monday -Friday (7 AM to 3:30 PM)**

The Development Engineer and Public Works Inspector (PWI) shall be copied on all

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

correspondence related to construction activities within the right-of-way and construction of on-site stormwater management facilities.

**9. CONSTRUCTION HOURS**

The applicant shall comply with permitted hours of construction as set forth by the City Engineer for any public improvements (in existing public right-of-way or easements or which will be dedicated in public right-of-way or easements) that will not follow OCMC 9.12.023.D. as stated and written in the pre-construction meeting notes.

Normal construction hours:

Monday – Friday:	7:00AM to 6:00PM
Saturday:	9:00AM to 6:00PM
Sunday and Holidays:	Work is not permitted.

Expanded work hours may be requested by the Contractor and may be approved by the City if a valid need exists. Expanded work hours are subject to change at any time based on the City's judgment and/or citizen complaints. Normal construction hours are also subject to change at any time based on the City's judgment and/or citizen complaints.

**10. CONSTRUCTION MOBILIZATION**

Construction staging for materials and equipment shall occur only onsite. Any staging on private property which is not part of the subject development requires Planning Division approval. Any staging on public right-of-way requires approval and permits from the Public Works – Engineering Division.

Vehicles associated with the project including, but not limited to, dump trucks, utility trucks, loaders, backhoes, rollers, pavers, and employee commuter vehicles, shall park those vehicles on the subject property to be constructed. If special accommodations for parking is needed, those shall be approved by the City prior to construction. In no case, shall project related vehicles park within adjacent neighborhoods.

Employees and representatives of the private development may not park vehicles within City neighborhoods unreasonably as determined by the City.

Staging areas, if not available onsite, shall be agreed upon between the contractor and the City **prior to** implementation.

**11. SURETIES**

All public improvements are bonded with a 120% performance bond prior to the beginning of construction. Public improvements are defined as public utility extensions and roadway improvements within existing right-of-way. Public improvements may also be on private property in certain circumstances. This bond is released at the end of the construction period after everything has passed inspection requirements.

All newly constructed public improvements shall be maintained for a two-year period following their acceptance of construction with a 15% maintenance warranty. Some public improvements may be within public easements on private property. The city will perform an inspection of

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

public improvements before the end of the maintenance period and the maintenance warranty may be used to remedy items found to be in disrepair. The maintenance guarantee will be released at the end of the two-year maintenance period.

For newly constructed **public** stormwater facilities, the owner/developer shall provide the city a separate two-year landscaping maintenance guarantee equal to one hundred ten percent of the landscaping cost. Alternatively, (if the City's Operations staff has capacity) the owner/developer may choose to pay the City a pre-determined fee to provide maintenance of the public stormwater facilities. Approximately forty-five days before the two-year warranty period expires, the city will perform an inspection of the public stormwater facility. The stormwater facility must be found to be clean and functional by the city before transfer of maintenance responsibilities to the city.

**12. FINAL ACCEPTANCE**

Improvements shall be in accordance with approved plans, and the Conditions of Approval for the Land Use Decision. Upon completion of construction, the Engineer-of-Record shall inspect the work and have the contractor make corrections as necessary. If work has been completed to the satisfaction of the Engineer-of-Record, the Engineer-of-Record shall provide the city with a Certificate of Completion (see <https://www.orcity.org/1060/Certificate-of-Completion>). Only then shall the Engineer-of-Record request final inspections by the City's PWI. If there are any outstanding items, the PWI will provide a punchlist of items to be remedied by the contractor. The performance bond will not be released until all items from PWI provided punchlist are resolved and all documentation is obtained including, but not limited to, the Certificate of Completion, Maintenance Bond, Non-Remonstrance Agreement, Stormwater Bonds or Covenants, Land Division Compliance Agreement, ROW Dedication, Etc.

*CHOOSE ONE OF THE FOLLOWING*

Public Works will not recommend final occupancy until final acceptance is achieved.

The City Engineer will not sign the plat for recording until final acceptance is achieved.

**13. DESIGN MODIFICATIONS**

Request for design modifications during construction shall be routed through the Engineer-of-Record before they are submitted to the City for review and approval. Design modifications must be approved prior to any work occurring in the field.

**14. AS-BUILT REQUIREMENTS**

As-built drawings must be completed within 3 months of project acceptance. The Engineer of Record shall complete as-builts and a surveyor shall perform post-construction survey as described in the *As-Built Drawing and Post Construction Survey Requirements* document found at <https://www.orcity.org/907/Design-Standards-Drawings>. A PDF drawing set should be submitted for review. Once the City has approved the As-Built, one paper and PDF set, along with DWG files should be provided to the City.

**15. Material Submittal Process**

- i. The Engineer of Record shall send only the submittals relating to public improvements

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

to City Development Engineer for the project and the PWI. A list of typical submittal items can be found at the link below.

<https://www.orcity.org/1065/Engineering-Development-Services-Checklist>

- ii. All material submittals should first be reviewed and approved by the Engineer-of-Record prior to being submitted to the City for review and approval.
- iii. All material submittals should be provided and approved by the City **prior to** start of construction activities requiring use of the material.

**16. PUBLIC WORKS OPERATIONS/MAINTENANCE:**

**A. WATER:**

- i. Approved Material Submittals are required prior to construction (pipes, fittings, meter box, backfill, etc.).
- ii. Contractor shall perform potholing on existing utilities prior to laying any pipe including water, to determine diameter, grade, line, depth and material and provide submittal to City, in coordination with Engineer of Record, to propose water connection and testing.
- iii. The contractor shall schedule an on-site meeting with the PWI and Water Operations Department prior to start of work on water utilities. Typically, one-week notice is required to schedule the meeting.
- iv. Contractor **shall not** operate water system valves (including corp stops for service lines). Contractor shall coordinate with the City's PWI and Water Operations Department for valve operation.
- v. Contractor **shall not** stage equipment, materials or construction waste in a way that restricts access to fire hydrants or water system control structures (valves etc.).
- vi. Coordinate hydrostatic testing and bacteriological testing with the PWI. This work will require a phasing plan prior to the work, to assure quality and good communication throughout this process. Chlorine **shall not** be introduced new water lines until the pipe has passed a hydrostatic pressure test. A chlorination and dichlorination plan must be submitted for review and approval prior to start of chlorination and bacteriological testing. Ensure testing days align with availability of city personnel (typically Monday – Friday); avoid weekends and holidays. Labor and materials for water quality testing will be billed to the contractor.
- vii. Meters will be installed when paid and requested; however, meters will be locked until such time that the double check has been tested or ready to be tested.
- viii. If water use is necessary during construction, it shall be from a hydrant with a City Certified backflow device and meter acquired at the City of Oregon City Operations Center located at 13895 Fir Street, Oregon City.
- ix. Product supply issues have created a lack of water meters and long lead times. We recommend paying for your water meters at this time so that our Operations group can order them and get them on the shelf by the time you need them.
- x. All trenches require 95% compaction of AASHTO T-180.
- xi. Provide 48-hour notice to adjacent property owners prior to water shut-off for residential, 72

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

hour notice for commercial/industrial.

- xii. Inspection of pipe connections and their acceptance by the PWI is required PRIOR to paving.
- xiii. *(for high pressure pipes)* Submit straddle block design for end of pipe runs to support 150 psi of water pressure. – Check with OPS and Inspectors prior to adding note
- xiv. *(for high pressure pipes)* Tapping sleeves for water main connecting to the existing main on [Street name] must be capable of handling high pressures (up to 200 psi). – Check with OPS and Inspectors prior to adding note
- xv. *(for cast iron mains)* Full tapping sleeves are required on cast iron mains. Tapping location must be centered on a single stick of pipe, as far away from joints as possible. Size on size wet tap of cast iron water mains is prohibited.
- xvi. *Irrigation – has an SDC been paid for separate irrigation or does the project intend on dividing an irrigation line off of a domestic line? Will their method result in higher than desirable water bills?*  
Irrigation lines shall be coordinated with the City's PWI and the City Development Engineer.

The PWI and/or a Public Works Operations personnel must witness the following activities.

- Thrust blocks- installation form and rebar
- Straddle blocks- installation form and rebar
- Water line live tapping, installations – This must occur and pass PRIOR to paving.
- Water pipe hydrostatic testing – This must occur and pass PRIOR to paving.
- Water pipe flushing and chlorination – This must occur and pass PRIOR to paving.
- Water main bacteriological test – This must occur and pass PRIOR to paving.

**B. SEWER:**

- i. Approved Material Submittals are required prior to construction.
- ii. Contractor shall perform potholing on existing utilities, to determine diameter, grade, line, depth and material and provide submittal to City, in coordination with Engineer of Record, to propose the connection and testing.
- iii. All trenches require 95% compaction of AASHTO T-180.
- iv. Contractor is required to mandrel all sewer mains.
- v. Sanitary lateral connections to mainline minimum 18" apart.
- vi. Install two-way sanitary sewer cleanout. Note that a very specific location is required. Check construction detail and verify with inspector.
- vii. Where service laterals cross proposed curb lines, stamp curb with "SS".
- viii. Air test sewer lines.
- ix. Provide video inspection of all pipes (in the ROW) and their connections (including existing sewer service line(s) to be utilized) to the Public Works Inspector for review and acceptance PRIOR to paving.

The PWI and/or a Public Works Operations personnel must witness the following activities. All tests results must be submitted to the City for city record.

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

- Sanitary Sewer Mandrel Test – This must occur and pass PRIOR to paving.
- Sanitary Sewer Air Test – This must occur and pass PRIOR to paving.
- Sanitary Sewer Vacuum Test – This must occur and pass AFTER paving.

**C. STORM:**

- Approved Material Submittals are required prior to construction.
- Contractor is required to mandrel all storm mains.
- Where service laterals cross proposed curb lines, stamp curb with "ST".
- Provide video inspection of all pipes (in the ROW) and their connections (including existing service line(s) to be utilized) to the Public Works Inspector for review and acceptance PRIOR to paving.

The PWI and/or a Public Works Operations personnel must witness the following activities. All tests results must be submitted to the City for city record.

- Storm Main Mandrel Test (mains and inlet leads)

Notify the PWI so that observation may be made during construction of stormwater treatment and detention facilities. Notification shall be provided prior to installation of the following:

- Waterproof liner (if applicable)
- Drain rock section
- Perforated drain pipe (if applicable)
- Separation rock section
- Grow medium
- Inflow pipe(s) into storm facility
- Overflow structure; inflow & outflow pipe(s)
- Concrete Form inspections for storm planters in the ROW (on-site meeting prior to concrete work is recommended)
- 

Notify the Building Division so that observation/inspection may be made during construction of stormwater treatment and detention facility structural items for onsite private facilities . This may include, but is not limited to :

- Retaining walls
- Planter walls
- Inflow pipe(s) into storm facility

**D. STREETS:**

- Approved Material Submittals are required prior to construction.
- All asphalt submittals shall show testing that has occurred a maximum of one year from date of submittal.
- Inspection of pipes and their acceptance by the PWI is required PRIOR to paving.
- Full Standard pavement restoration will be required for all roadway. Arterial and collector streets require Controlled low strength material, (CLSM) (aka CDF) backfill per ODOT Standard Specification, Section 00442 – Controlled Low Strength Materials. City Pavement Cut and

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

Restoration Standards may be found on the City website: <https://www.orcity.org/907/Design-Standards-Drawings>

- v. Pre-paving conference with the PWI is required for all paving operations. Contact the PWI Inspector prior to start of pavement operations (see page 2 for contact information)
- vi. A meeting with the PWI is required prior to concrete work. Contact the PWI Inspector prior to start of placing forms.
- vii. Special care shall be taken for all concrete work (curbs, sidewalks, etc). **Oregon City has a zero crack policy.** Any concrete work with cracks may be required to be replaced as part of the punchlist.
- viii. Any needed curb removals only occur at joints. Partial removals not at joints is not allowed.
- ix. Note that the Curb Detail dwg. No. 510 requires "Reflex rubber joint expansion" joint material. There may be a lead time to order this material based on recent experiences.
- x. Sidewalk should contain shine on all edges and joints unless directed otherwise.
- xi. ADA Ramp shall follow the detail with an approved material submittal and must use **coated panels** with appropriate color. Non-coated panels are not allowed as they will rust and lose their color.
- xii. Locations for street lighting and any other franchise utility infrastructure (pedestals, controllers, utility boxes, etc.) shall be approved by the PWI prior to installation. The City dictates their location, not the utility companies. When conflicts exist, an on-site meeting shall be scheduled with the PWI to discuss and determine a resolution.

The Public Works Inspector and/or a Public Works Operations personnel must witness the following activities. All tests results must be submitted to the City for city record.

- Proof roll for final road subbase
- Proof roll for final curb subbase
- Paving (Asphalt mix must be no older than 12 months)
  - [NAME OF ROAD(S)] (local or collector roads) shall be paved with Level II asphalt
  - [NAME OF ROAD(S)] (arterial road) shall be paved with Level III asphalt
- Concrete Form inspections- any concrete form work (on-site meeting prior to concrete work is recommended)
  - ENSURE YOU CALL FOR INSPECTIONS TO ALL FORMS OF CONCRETE, DRIVEWAYS, SIDEWALK, PLANTERS, ETC AT LEAST 24 HOURS PRIOR TO A SCHEDULED POUR.
    - Lack of Documentation and Proof of Inspection may result in Removal and Replacement of Concrete even if concrete meets standards as there is no proof the correct base was provided.
- ADA inspection- sidewalk, ramps, truncated domes
  - ENSURE THE ADA PRODUCT IS APPROVED PRIOR TO ORDERING

**17. OTHER UTILITIES:**

- i. All work by or for franchise utilities (electric, gas, telephone, telecommunication, cable, fiber, etc.)
  - Do NOT assume that the design plans by the franchise utilities is correct or

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

- the definitive location for something
- All franchise utility locations shall be coordinated with the civil engineering plans with respect to right-of-way, easements, structures, trees, utility mains, utility services, etc.
- The final location of a franchise utility is determined by the CITY.
- When conflict exists between City and Franchise Utility, a field meeting is required between all parties as determined by the Engineer of Record
- ii. Irrigation
  - Permanent irrigation on commercial properties should make special consideration for layout and metering to ensure a lower probability of excess utility charges
  - Irrigation lines shall not conflict with trees, street lights, utility mains, utility services, franchise utilities, etc
- iii. Street Lighting
  - Street light locations shall be coordinated with street trees, structures, utility mains, utility services, franchise utilities, etc.
  - Final street light location is determined by the CITY, not the electric provider.
  - Decorative street light design shall be verified through shop drawings prior to ordering
- iv. Traffic Signals (includes pedestrian crossing signals and RRFBs)
  - Traffic signal location and appurtenances shall be coordinated with rights of way, easements, street trees, structures, utility mains, utility services, franchise utilities, etc.
  - Final Traffic signal and appurtenance locations are determined by the CITY, through coordination with the County (who maintains the equipment on the City's behalf).

**18. OTHER ITEMS:**

**A. Landscaping**

- i. All trees or shrubs that are installed in stormwater management areas, right of way, or private property shall retain the nursery tags so that inspections may be made for proper species.
- ii. All root barriers shall be inspected for type and location. Material submittal is required.
- iii. The contractor shall remove all nursery tags on street trees and stormwater management areas after a punchlist has been provided for subdivisions. Nursery Tags shall not be removed until after a final approval or issuance of a Certificate of Occupancy for individual building lots and commercial properties. Staff to choose language based on project.
- iv. Street Trees for subdivisions may be installed with the construction of the actual house by providing a tree surety and execution of a Land Division Compliance Agreement. Staff to determine if this needs added.

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

- v. Street trees for partitions shall be installed with the public improvements prior to plat. Staff to determine if this needs added.
- vi. Street trees and other onsite landscaping for commercial projects (non-single family) shall be installed and inspected prior to final occupancy. Staff to determine if this needs added.
- vii. An onsite pre-construction meeting will be required prior to any street tree plantings.

**B. Onsite Communication**

- i. The City Inspector may advise when an issue is noticed in the field. This is not intended to be direction for the contractor to make any changes in the field. The Contractor should contact the Engineer of Record for a solution.
- ii. The City Inspector conveys, to the City's Development Engineer, information regarding issues encountered in the field. The Development Engineer will then convey the issue to the Engineer of Record and Contractor so that the issue is noted in written form, so that all parties are advised of the issue.
- iii. All changes in the field are to be communicated to the Engineer of Record or their designee by the Contractor. These changes should be noted in the Engineer of Record's daily reports. Any field change that substantially changes the approved plans requiring a design change must be proposed by the Engineer of Record and approved by the City Development Engineer prior to any work beginning.

**C. Fire Safety**

- i. New or existing hydrants must be usable before combustible materials are brought to the construction site for stockpiling.
- ii. Access to site by fire department shall always be maintained.
- iii. Contractor shall provide a fire access plan. Fire Access & Water Supply Plan shall contain the following: The plan shall show fire apparatus access, fire lanes, fire hydrant locations within 600' of new building(s), available fire flow, fdc location if applicable, building square footage, height, and type of construction.

<b>Clackamas Fire District #1 Contact</b>	
Captain Deputy Fire Marshal	Mike Boumann 503-742-2673 mike.boumann@clackamasfire.com

**CITY OF OREGON CITY  
PRE-CONSTRUCTION MEETING  
TYPICAL NOTES AS OF 11-1-23**

**19. FINAL REMINDERS**

- A. Erosion Control – Dust, debris, runoff will NOT be tolerated and will likely result in a stop work order. The existing public way must be cleaned daily before the road is opened back up to traffic for the evening/weekend.**
- B. Traffic Control – A lack of traffic control, before the start of the project, before the start of a construction day, during a construction day, at the end of a construction day, and after a substantial storm (such as wind and rain) will likely result in a stop work order.**
- C. The owner/applicant's engineer is the PRIMARY inspector and shall be onsite the vast majority of the time. That engineer is also the ONLY person to direct the work, but must get City Approval prior to directing that work if there is a field change from the approved plans.**
- D. Daily Reports concerning construction progress and erosion control are required to be sent to the City at a minimum of once per week covering the previous 5 days.**
- E. Approved plans are a reflection of City design standards. Field conditions may warrant a change during construction.**
- F. The City has a ZERO CRACK POLICY on concrete work within the public right of way or within public easements. Hairline cracks are not allowed in the finished product.**
- G. City water valves may ONLY be turned by City personnel.**
- H. NO public infrastructure may be installed without an APPROVED material submittal.**