



PRINCE WILLIAM COUNTY  
Department of Development Services – Building Development Division



## Instructions for Arranging a Preconstruction Meeting for Special Inspections

Version 2009-05-25

A Preconstruction Meeting shall take place on most Special Inspection Projects before the permit may be issued. The following information will help to organize the meeting, although it is very difficult to summarize the County's requirements in a short statement like this one. The County has a [Third Party Building Inspection Certification Program \(Policy 1.16\)](#), a [Special Inspection Manual](#), and a list of [Approved Third Party Engineers](#), which may be downloaded from the County's website at [www.pwcgov.org/BDD](http://www.pwcgov.org/BDD). It is the permit applicant's responsibility to get familiar with and comply with all the County rules and regulations in addition to the other applicable codes and industry standards.

### Who Should Attend the Preconstruction Meeting?

The following people must attend the meeting:

1. The Owner's representative.
2. The Contractor's representative, including construction superintendent.
3. The Special Inspection Engineer of Record (SIER).
4. The Structural Engineer of Record (SER).
5. The Architect of Record (AR). His/her presence is optional unless he/she is the Registered Design Professional in Responsible Charge (RDPRC) or there are items of Special Inspections that are architectural related (e.g., Sprayed Fire Resistant Material (SFRM), Exterior Insulation and Finish System (EIFS), etc).
6. The Mechanical Engineer of Record (MER) provided the project has Smoke Control System. The MER will sign off as RDPRC for the Smoke Control System.

After establishing a few alternate dates on which the required parties are available, call the Special Inspections Section (SIS) at 703-792-6112 or 703-792-6930 to schedule the meeting which can most often be arranged within a week of calling.

### Required Documents for the Preconstruction Meeting

1. [Building Pad Certification](#).
2. [Statement of Special Inspections](#), which includes the Special Inspections Schedule, are required documents for the preconstruction meeting. The [Statement of Special Inspections](#) must be submitted with the construction documents at the time of plans submission to the Plan Review Section and must be updated, if necessary, and submitted at the preconstruction meeting.  
For projects involving installation of Smoke Control Systems, a separate [Statement of Special Inspections](#) is required in addition to that submitted for the rest of the project.
3. **List of Shop Drawings**, prepared by the SER, must be submitted before the Building Permit will be issued. A sample form of the list of shop drawings and other structural submittals is presented as Appendix II Attachment C of the [Special Inspection Manual](#).
4. **Geotechnical Review Letter**. The SIER should preferably be the Geotechnical Engineer of Record (GER), who signed and sealed the geotechnical report for the project. If the SIER is a different person, the SIER would have to submit a signed and sealed letter to the Special Inspection Section (SIS) that

he/she has reviewed the geotechnical report for the purpose of implementing geotechnical recommendations during construction. If the SIER takes any exception(s) to the report, the exception(s) need to be evaluated. If the exceptions are serious enough to impact the design, the plans would be resubmitted to the Building Plan Review Section as a revision for approval. A sample form of the letter of SIER accepting the County approved geotechnical report is presented as Appendix II Attachment B of the [Special Inspection Manual](#).

5. **Inspection and Testing Agency Laboratory Accreditation, Technicians Resumes and Certifications.** The SIER also need to submit copies of all engineers' and technicians' resumes and certifications that are going to be used on the project and a copy of the current laboratory accreditation certificate of the inspections and testing agency.
6. **The Building Permit Number.** Separate documents have to be submitted for each permit even though two projects with separate building permits may be located on the same site. The relevant Building Permit Number must be noted on all correspondence and submissions.

### **Definitions and Meeting Location**

1. The **SIER** (except for Smoke Control Systems) must be on the list of approved engineers with Prince William County (PWC). **The SIER cannot be hired by the contractor.**  
For Smoke Control Systems, the SIER for the Smoke Control System shall have expertise in fire protection engineering, mechanical engineering, and certification as air balancer. The SIER shall submit his/her resume to the Special Inspections Section for approval prior to the preconstruction meeting.
2. The **SER** is the same person that signed and sealed the design structural drawings. In the case of a pre-engineered metal building, there are two SERs: one that designs the pre-fabricated metal building and the other who designs the footings and foundations.

#### **Exceptions:**

- i. If the SER is not available due to extenuating circumstances, he/she may be represented in the meetings for site visits, for the approval of shop drawings, concrete mix designs, design changes, etc. by another Virginia certified professional engineer provided the SER writes a letter to the SIS nominating such a person. However, the responsibility for the project stays with the SER who will be signing and sealing the [Final Report of Special Inspections](#).
- ii. For pre-engineered building, the exception is in Chapter 7 of the [Special Inspection Manual](#).
3. The **Registered Design Professional in Responsible Charge (RDPRC)** is the registered design professional acting as the owner's agent who specifies the elements of special inspections to be inspected by the SIER. The RDPRC is the **same registered design professional who sealed and signed the construction documents** submitted to the County for review. The RDPRC could be the SER, AR, MER or GER, depending on who designed, signed and sealed the special inspections elements specified in the construction documents.

The terms SIER, SER, AR, GER and RDPRC refer to individuals and not organizations (see definitions in the [Special Inspection Manual](#)).

Unless otherwise notified, the meeting will be held in one of the conference rooms in the Development Services Building, [5 County Complex Court, Prince William, VA 22192](#), which will be identified at the time of scheduling the meeting.