

**CITY OF REYNOLDSBURG**  
**SAFETY/SERVICE DEPARTMENT**  
**7232 EAST MAIN STREET**  
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[pboratvn@ci.reynoldsburg.oh.us](mailto:pboratvn@ci.reynoldsburg.oh.us)

## **MEMORANDUM**

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**TO: Builders and Developers in the City of Reynoldsburg**

**FROM: Safety/Service Director Pamela J. Boratyn**

**RE: Preconstruction Meeting Agenda**

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**The City of Reynoldsburg is providing this preconstruction agenda for your use. All agenda items may not apply to your project as we have attempted to cover the vast majority of issues that may be applicable to a variety of projects. The engineer leading the meeting is required to produce written minutes which will reflect decisions made and processes put into place for when your construction begins.**

**Please contact Mary Burcham in the Safety/Service Department at 614-322-6840 or via email at [mburcham@ci.reynoldsburg.oh.us](mailto:mburcham@ci.reynoldsburg.oh.us) to make sure all requirements have been met prior to scheduling the meeting. She will be responsible for contacting all City of Reynoldsburg staff who will be required to attend the meeting.**

**Please make certain that the project inspector and superintendent along with the site contractor and any subcontractors are present at the meeting and all persons present are prepared to discuss any and all items listed on the agenda.**

**This is an evolving document, therefore, if you have any comments or suggestions that you believe will help to improve the process, please let me know.**

CITY OF REYNOLDSBURG  
PRE-CONSTRUCTION MEETING AGENDA

DATE:

PROJECT:

ATTENDANCE SHEET:

INTRODUCTION OF THOSE PRESENT:

ENGINEERING INSPECTORS:

DEVELOPER:

CONTRACTOR:

CONTRACTOR'S SUPERINTENDENT:

PHONE:                      EMERGENCY PHONE:

INSPECTOR:

PHONE:                      EMERGENCY PHONE:

REQUIRED PRIOR TO CONSTRUCTION:

1. Performance Bond and or City of Reynoldsburg's Letter of Agreements -
2. Deposit for inspection fees -
3. Four sets of signed and approved plans and one set of mylars –
4. Copies of PTI's for Water lines and Sanitary Sewer Mains –
5. OEPA anti-degradation permit for sanitary sewer/water crossings -
6. OEPA Notice of Intent for storm water –
7. Army Corps of Engineers permits (if needed) -
8. Additional permits (if needed) -
9. Easements submitted to City –
10. Contractors and all Subcontractors licensed with City of Reynoldsburg –
11. Overlays: City's or others (especially trees)
  - a. Floodplains -

COMMUNICATION:

1. Inspections are handled through -
2. 24-hour notice required -

3. OUPs -
4. Public to be notified -
5. Traffic control requirements -

**START OF CONSTRUCTION ON SITE:**

1. Construction schedule received -
2. Start date -
3. Projected completion -
4. Working hours and weekends -

**INSPECTIONS REQUIRED BY THE CITY OF REYNOLDSBURG:**

1. Streets (including right of way) -
2. Erosion and sedimentation control -
3. Storm water -
4. Sanitary sewer -
5. Water -
6. Dust Control and street cleaning -
7. Handicap ramps -
8. Other -

**CONSTRUCTION MATERIAL TESTING:**

1. 24-hour notice -
2. Concrete structures that require approval and stamping by City of Columbus -
3. Blacktop mix design -
4. Concrete (field testing) mix design -
5. Compaction testing of trenches -
6. Other -

**SAFETY:**

**HOUSEKEEPING:**

**AS-BUILTS:**

**ACCEPTANCE/MAINTENANCE BOND:**

**SPECIAL PROJECT REQUIREMENTS AND ANYTHING ELSE:**