



## **Preconstruction Meeting Requirements Checklist**

The following items must be submitted to the City of Cleburne Engineering Department prior to your preconstruction meeting.

- Fully executed construction contract(s)
- Sealed 3% Inspection Fee Calculation
- 3% Inspection Fee Check
- 2 year Maintenance Bond – 100% of cost of public infrastructure
- Performance Bond – 100% of cost of public infrastructure
- Payment Bond – 100% of cost of public infrastructure
- Proof of Insurance
- Copy of Erosion Control Documents according to size of soil disturbance:
  - a. 1 acre to less than 5 acres – Site Notice for Small Construction Activities
  - b. 5 acres or greater – Notice of Intent (NOI) & SWPPP
- Construction Schedule
- A minimum of three (3) full-size hardcopy sets of plans for stamping. Two (2) sets will be retained for City use. Contractor must have a stamped set of plans on site at all times.
- Electronic plans (PDF format).
- A copy of this checklist (completed)