
BUILDING PRE-CONSTRUCTION MEETING INFORMATION

This information packet provides pre-construction information to applicants/Contractors who have applied for C-ADD, C-GAR, C-MULTI, C-NEW, and/or C-SHELL building permits. **Items on this sheet are informational and in conjunction with all applicable Code requirements and mandated inspection types. IMPORTANT: People and property not part of the construction of the approved building plans should not be in the building prior to issuance of a Certificate of Occupancy.**

1. CITY INSPECTION CONTACTS:

- Building Inspections:
 - Sam Baker, Building Inspection Supervisor (208) 615-6312
 - Jeff Dart, Building Inspector (208) 519-8127
 - Todd Hartwig, Building Inspector (986) 217-5644
- Commercial Project Manager:
 - Seth Oaks (208) 489-0305
- Electrical Inspections:
 - Dave Ward, Electrical Inspection Supervisor (208) 912-4027
- Fire Inspection/Plan Review:
 - Scott Arellano, Inspector (208) 780-9063
 - Tom Walsh, Plan Reviewer (208) 985-5965
- Land Development
 - Drainage Certification/Pressure Irrigation Certification (208) 887-2211
 - **Surety:** Kelly Ready, Land Development Surety Coordinator (208) 489-0307
- Mechanical Inspections:
 - Mike Hyde, Mechanical Inspection Supervisor (208) 697-7387
- Plan Review:
 - Kegan Aman, Plan Reviewer (208) 489-0581
 - Sam Zahorka, Plan Reviewer (208) 489-0306
- Planning:
 - Planning Staff (208) 887-2211

- Plumbing Inspections/Plan Review:
 - John Stocke, Inspector/Plan Reviewer (208) 631-2957
- Public Works:
 - Garrick Nelson, Inspection Services Manager (208) 489-0349
 - **Backflow:** Joel Rodriguez or Paige Garcia (208) 985-1223
 - **Pretreatment:** Rick Christenson, Pretreatment Manager (208) 985-1248
 - **Streetlights:** Micah Bandurraga, Transportation & Utility Coordinator (208) 489-0352

2. BUILDING INSPECTIONS

- See attached Inspection Workflow sheets for order of inspections
- MEP and Fire trade permits must be finalized prior to occupancy

3. SPECIAL INSPECTIONS

- Special Inspection is not approval to cover. Request shall be made for City inspection and the inspection performed and approved, prior to covering.
- A “Final Affidavit” Special Inspection Report shall be provided by the special inspection firm to the City Building Department prior to final inspection.

4. ELECTRICAL INSPECTIONS

- UFFER ground inspections must be scheduled and passed prior to footings being signed off
- Discuss potential need for TI permits with Shell permits, when applicable

5. PLUMBING INSPECTIONS/PLAN REVIEW

- Storm drain systems on private property include all piping for both storm drains and roof drains outside the building to the “point of disposal.” It also includes the sand and sediment interceptor prior to the seepage bed, all catch basins, D.I. boxes, and other components that are part of the system upstream.
- The work above requires an excavation permit from the Building Department and a project value (Certificate of Value excludes seepage beds) needs to be provided for said work along with the private sewer and water lines
- The private seepage bed is not included in the scope of work and it is not inspected by the City. The Design Engineer will inspect the seepage bed and provide the Drainage Certificate and Pressure Irrigation Certificate.
- All inspections must be done prior to backfill
- Testing of private storm drain piping is not required. Testing of sewer and water piping is required.
- ALL INSPECTIONS MUST BE FINALED or the permit will stay open and will not allow issuance of the Certificate of Occupancy (Cofo). Excavation Contractors must monitor their own inspections to verify all inspections have been finalized.



6. MECHANICAL INSPECTIONS

- Each subcontractor performing HVAC installations as defined by Title 54 Chapter 50, Idaho Code, shall be responsible for obtaining a mechanical permit with the City
- Flue venting for gas fired appliances, gas piping installations, and condensate piping serving heating and air conditioning systems, as defined by Section 54-5003(8), Idaho Code, shall be considered an HVAC installation; and therefore, requires a mechanical permit from and inspection by the City
- All mechanical permits on a project shall be finalized prior to CofO

7. PUBLIC WORKS

- Must contact Public Works to coordinate the underground public water and sewer portion of this project. Public Works will not be able to schedule a Public Works Pre-Construction Meeting with you or assign a Public Works Inspector to the project until they receive a hard copy of the civil plans. The Civil Engineer/Architect has been notified at time of permit approval to provide this submittal to Public Works.
- The sanitary sewer lateral must be installed and approved by a Public Works Inspector before the water meter can be set and turned on.
- Streetlights – verify if your project requires public streetlights to be installed and active for occupancy. This includes submittal and approval of the streetlight record drawings.

8. LAND DEVELOPMENT

- If project has an associated LDIR, LD-CSUB, or LD-MISC record, the required LD record CofO inspections must be signed off in addition to the building permit CofO inspections before occupancy will be issued. This includes submission of record drawings (which can take up to two weeks for review) and payment of warranty surety.
- If applicable, upload the Drainage Certificate and Pressure Irrigation Certificate to building permit or email to assigned Land Development Plans Examiner

9. PLANNING

- Schedule inspection through the [Citizen Access Portal](#)*
- Upload Letter of Substantial Completion (LOSC) from the Landscape Architect to the building permit prior to scheduling inspection
- Inspection will typically occur within 48 hours (2 business days) from date of request

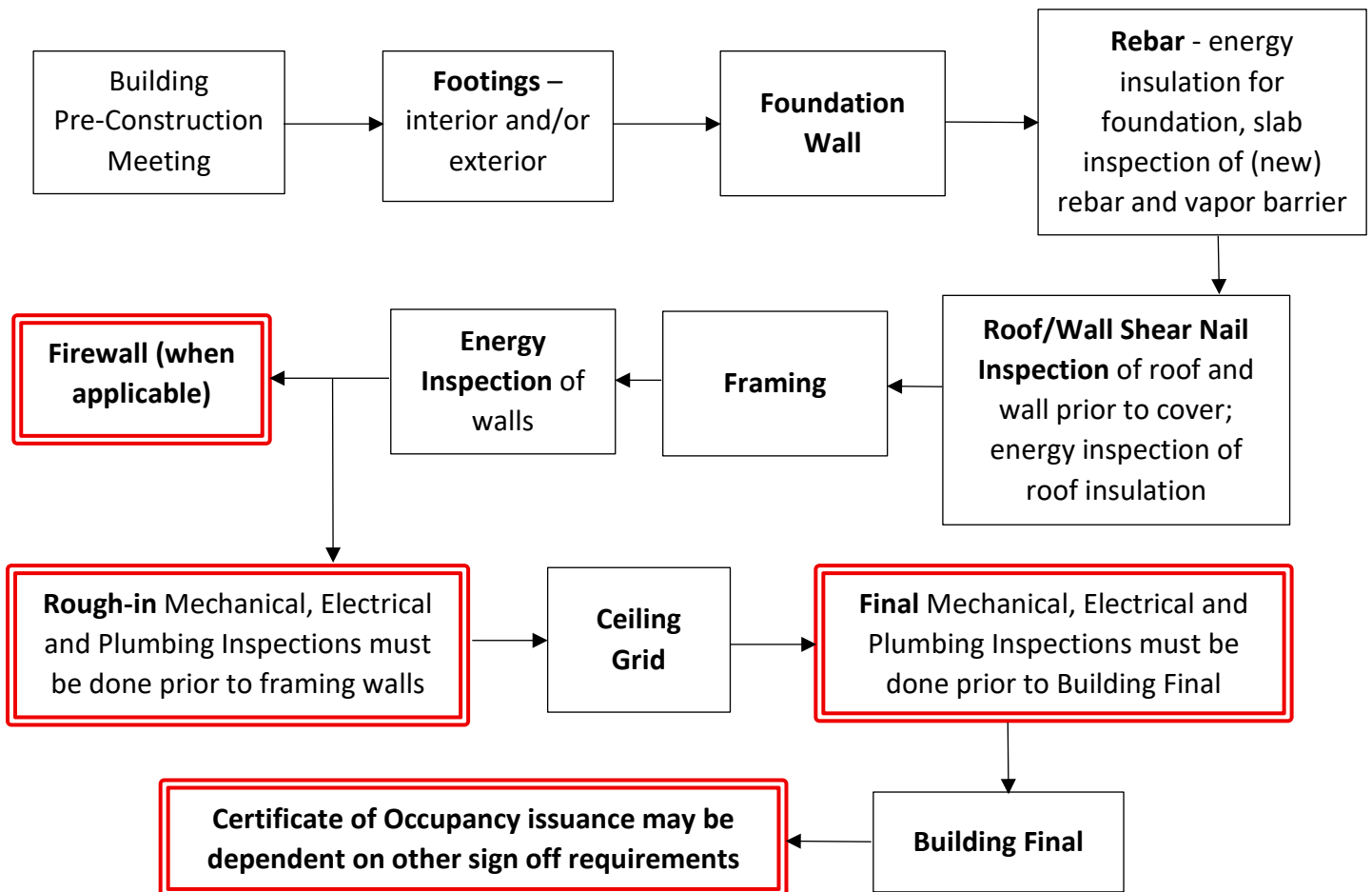
10. QUESTIONS

* <https://citizenportal.meridiancity.org/CitizenAccess/Login.aspx>



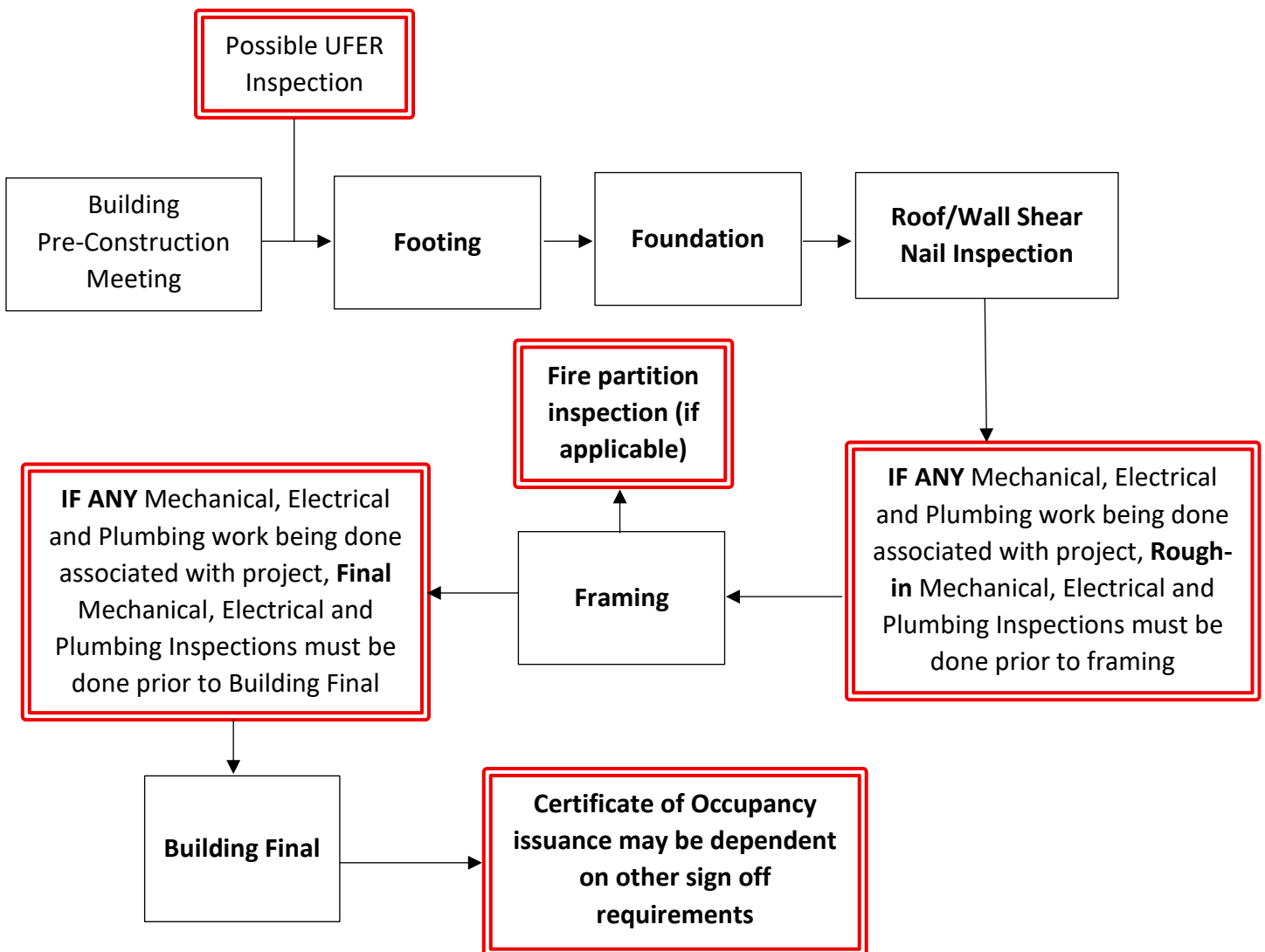
11. COMMERCIAL ADDITIONS (C-ADD) INSPECTION FLOW CHART (2/17/2026)

1. Building Pre-Construction Meeting
2. Footings – interior and/or exterior
3. Foundation wall
4. Rebar - energy insulation for foundation, slab inspection, (new) rebar, and vapor barrier
5. Roof/Wall Shear Nail Inspection of roof and wall prior to cover; energy inspection of roof insulation
6. Framing
7. Energy Inspection of walls
 - Firewall inspection (when applicable)
 - Rough-in Mechanical, Electrical and Plumbing Inspections must be done prior to framing walls
8. Ceiling Grid
 - Final Mechanical, Electrical and Plumbing Inspections must be done prior to Building Final
9. Building Final
 - Certificate of Occupancy issuance may be dependent on other sign off requirements



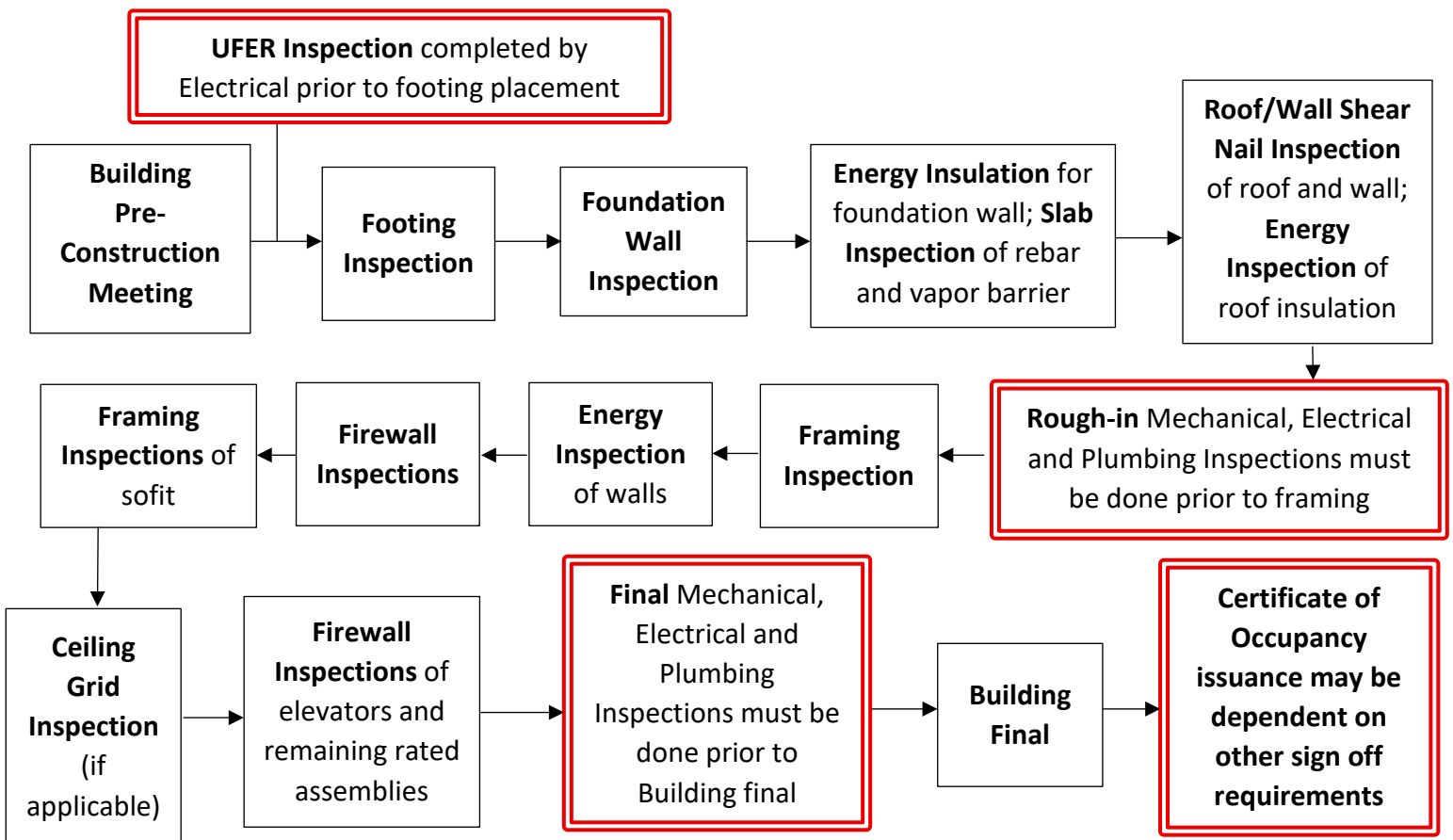
12. COMMERCIAL GARAGE (C-GAR) INSPECTION FLOW CHART (2/17/2026)

1. Building Pre-Construction Meeting
2. Footing
3. Foundation
 - IF ANY Mechanical, Electrical and Plumbing work being done associated with project, Rough-in Mechanical, Electrical and Plumbing Inspections must be done prior to framing
4. Framing
 - IF ANY Mechanical, Electrical and Plumbing work being done associated with project, Final Mechanical, Electrical and Plumbing Inspections must be done prior to Building Final
5. Building Final
 - If project results in a Certificate of Occupancy, issuance may be dependent on other sign off requirements



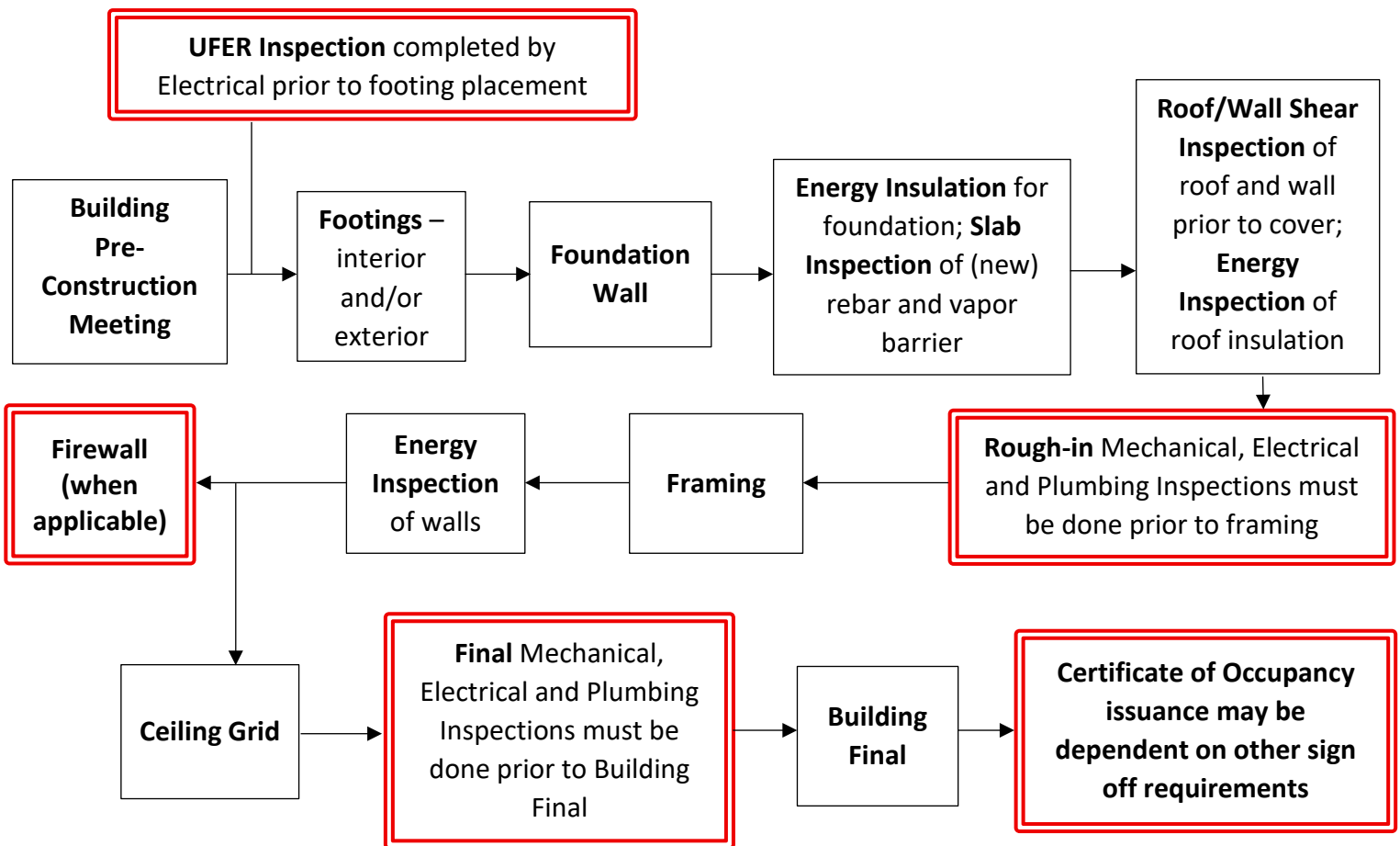
13. MULTI-FAMILY (C-MULTI) INSPECTION FLOW CHART (2/17/2026)

1. Building Pre-Construction Meeting
2. Footing Inspection
 - UFER Inspection completed by Electrical prior to footing placement
3. Foundation Wall Inspection
4. Energy Insulation for foundation wall; slab inspection of rebar and vapor barrier
5. Roof/Wall Shear Nail Inspection of roof and wall; energy inspection of roof insulation
 - Rough-in Mechanical, Electrical and Plumbing Inspections must be done prior to framing
6. Framing Inspection
7. Energy Inspection of walls
8. Firewall Inspections
9. Framing Inspections of soffit
10. Ceiling Grid Inspection (if applicable)
11. Firewalls Inspection of elevators and remaining rated assemblies
 - Final Mechanical, Electrical and Plumbing Inspections must be done prior to Building Final
12. Building Final
 - Certificate of Occupancy issuance may be dependent on other sign off requirements



14. NEW COMMERCIAL (C-NEW) INSPECTION FLOW CHART (2/17/2026)

1. Building Pre-Construction Meeting
 - UFER Inspection completed by Electrical prior to footing placement
2. Footings – interior and/or exterior
3. Foundation wall
4. Energy Insulation for foundation; Slab Inspection of (new) rebar and vapor barrier
5. Roof/Wall Shear Inspection of roof and wall prior to cover; Energy Inspection of roof insulation
 - Rough-in Mechanical, Electrical and Plumbing Inspections must be done prior to framing
6. Framing
7. Energy Inspection of walls
 - Firewall (when applicable)
8. Ceiling Grid
 - Final Mechanical, Electrical and Plumbing Inspections must be done prior to Building Final
9. Building Final
 - Certificate of Occupancy issuance may be dependent on other sign off requirements



15. COMMERCIAL SHELL (C-SHELL) INSPECTION FLOW CHART (2/17/2026)

1. Building Pre-Construction Meeting
2. Footings
 - UFER Inspection completed by Electrical prior to footing placement
3. Foundation wall
4. Energy Insulation and Slab
5. Roof Shear and if applicable, Roof insulation
 - Rough-in Mechanical, Electrical and Plumbing Inspections must be done prior to framing
6. Framing
 - Final Mechanical, Electrical and Plumbing Inspections must be done prior to Building Final
7. Building Final
 - Letter of Substantial Completion issuance may be dependent on other sign of requirements

