

202x-xx ProjectName  
ProjectAddress

**PRE-CONSTRUCTION Checklist (revised April 2025)**

The list below may not be all-inclusive, but provides a tentative list of required items to schedule a pre-construction meeting. The failure to include an item in the list does not alter the responsibility of the applicant to comply with the Municipal Code, Concord Constructions Standards & Details, Site Plan and Subdivision Regulations, and all other local, state, and federal rules.

Pre-Construction Checklist Items	Regulation	Description	Done?	Notes
EPA Construction General Permit – NOI	Section 13.02(8) of SPR Section 13.02(10) of SDR	Provide PDF copy of EPA submission confirmation to City		Check with developer's engineer to see if required.
SWPPP	Section 13.02(8) of SPR Section 13.02(10) of SDR	Provide PDF of fully executed SWPPP		Check with developer's engineer to see if required.
NHDES Alteration of Terrain Permit	Section 13.02(8) of SPR Section 13.02(10) of SDR	Provide PDF of approval from NHDES		Check with developer's engineer to see if required.
NHDES Registration and Notification for Storm Water Infiltration to Groundwater	Section 13.02(8) of SPR Section 13.02(10) of SDR	Provide PDF of approval from NHDES		Check with developer's engineer to see if required.
NHDES Dredge and Fill Permit	Section 13.02(8) of the SPR Section 13.02(10) of the SDR	Provide PDF of approval from NHDES		Check with developer's engineer to see if required.
NHDES Subdivision Approval	Section 13.02(8) of SPR Section 13.02(10) of SDR	Provide PDF of approval from NHDES		Check with developer's engineer to see if required.
NHDES Septic Approval	Section 24.09 of SPR	Provide PDF of approval from NHDES		Check with developer's engineer to see if required.
NHDES Sewer Connection Permit	Section 24.09 of SPR	Provide PDF of approval from NHDES		Check with developer's engineer to see if required.
NHDES Groundwater Withdrawal	Section 13.02(8) of SPR Section 13.02(10) of SDR	Provide PDF of approval from NHDES		Check with developer's engineer to see if required.
NHDOT Driveway Permit	Section 13.02(8) of SPR Section 13.02(10) of SDR	Provide PDF of approval from NHDES		Check with developer's engineer to see if required.
Notice of Intent to Cut Permit	Section 13.02(8) of SPR Section 13.02(10) of SDR	Provide PDF of application. For logging activities other than minimal clearing.		Form PA-7, City Clerk's Office
Site Stabilization Guarantee	Section 27.11 of SPR Section 30.08 of SDR, and RSA 674:36	Establish a financial gaurantee (CASH DEPOSIT, SURETY BOND, LETTER OF CREDIT, OR OTHER FORM OF GUARANTEE AS MAY BE DEEMED ACCEPTABLE TO THE CITY SOLICITOR) for Site Stabilization.		Based on current City Engineering estimates, the surety is set at \$9,000 based on 1 acre of disturbance, with a minimum amount of \$5,000.
Wetland Buffer Markers	Section 36.28 of SPR Section 28.07 of SDR	Permanently set markers to be installed BEFORE, DURING, AND AFTER CONSTRUCTION for inspection by Planning Division.		Markers are available for purchase at the Planning Division.
Public and common private Improvement Guarantee	Section 36.26 of SPR Section 30.01 of SDR	Establish a FINANCIAL GUARANTEE (CASH DEPOSIT, SURETY BOND, LETTER OF CREDIT, OR OTHER FORM OF GUARANTEE AS MAY BE DEEMED ACCEPTABLE TO THE CITY SOLICITOR) for proposed public improvements, and common private improvements for subdivisions.		Engineer's cost estimate to be prepared by the applicant and based on the current NHDOT weighted average unit prices. Engineering Division can provide template upon request.
Engineering Permits	Article 5-1 of the Code of Ordinances and Section 1 of the COC Construction Standards and Details	The following ENGINEERING permits shall be applied and paid for online, using the online permit portal found in the "Engineering Permits & Fees" section of the City's website. - Excavation Permit - Driveway Permit - Utility Connection Permit(s) - Encumbrance Permit(s)		City inspection fees are tied to the permits. Must be paid in advance of any work starting. Permits requiring Certificate of Insurance shall include City of Concord as additionally insured. Driveway Permits may require additional permit bonding to be provided, as determined by the City Engineer.
Building Permit	Section 4.02 of the SPR and Section 31.12 of the SDR	Apply for Building Permit through City's online permit portal		Check with the City of Concord CodeAdministration Division to see if required.
Project schedule		Submit complete project schedule to Engineering Division and attach to Excavation and Utility Connection Permits.		Schedule is needed to estimate inspectors' time and therefore permit costs.
Traffic Control Plan	Section 16.02(19) of SPR and Section 2.06 of the COC Construction Standards and Details	A Temporary Traffic Control Plan (TCP) will be required for all work in and adjacent to the City ROW that will require any temporary deviation from current traffic patterns. The TCP shall be submitted to the City Engineer for review and approval a minimum of two weeks prior to the related construction activities.		
Emergency Contact List		A prepared memo to include Name, Title, Company, and phone # of contractor(s) and owner in charge responsible to respond, listed in the order of which to contact.		Emergency Contact Lists shall be uploaded to Shared Drive, accessible by all City Departments.
Final Plan set signed by the Chair of the Planning Board and the Clerk (City Planner)	Section 36.14(3) of the SPR and Section 9.08(5) of SDR	Most projects are only conditionally approved at the time of the public hearing with requirements to meet precedent conditions prior to final approval. The final plan set must be compliant with all precedent conditions, codes, rules, and regulations prior to being signed by the Planning Board Chair and Clerk. <b>The final plan set MUST be signed prior to scheduling the pre-construction meeting.</b>		Owner/developer must bring a minimum of 3 sets of the signed final plan set to Pre-construction Meeting to be stamped "FOR CONSTRUCTION" by Engineering Division at the meeting.
Material Submittals	Section 2.04.B of the COC Construction Standards and Details	Prior to the start of construction, material submittals shall be provided by the contractor for each material that is to be permanently incorporated into the work to the City Engineer or representative for review and approval.		Typically material submittals are for water, sewer, drainage.