

# City of Crystal Lake

## Community Development Department

100 W. Woodstock Street  
Crystal Lake, IL 60014  
www.crystallake.org



Phone (815) 356-3605  
Fax (815) 479-1647  
engineering@crystallake.org

### Pre-Construction Meeting

Project Name:	Date:
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#### Special Conditions

- <Staff to insert special conditions based on individual projects>

#### General Agenda Items/Conditions

- City of Crystal Lake Contacts
  - Eng. Division:
  - Building Division:
  - Water/Sewer & Lifts Division:
  - Fire:
  - Police:
- Emergency Contacts

Provide Contractor's 24-hr contacts in case of emergency
- Working Hours

7:00 am to 7:00 pm (Weekdays)  
8:00 am to 6:00 pm (Saturdays)
- Overtime Inspection

Paid for by the owner  
(\$100 for first hour or part thereof, any time beyond first hour charged in quarter hour increments at \$25 per quarter hour)
- City Notification

Contractor must notify Engineering Division 48-hours in advance of any permit work being performed at (815) 356-3605.  
Contractor responsible for requesting inspections for all silt fence, pavement, curb, and walks prior to replacement.
- Certificate of Insurance

Name City as Additional Insured
- JULIE locations

Must be requested 48 hours prior to any underground installations.
- Display Permit

Copy of the City-approved permit shall be on-site at all times.
- Sub-Contractors

When job is subcontracted, contractor to be licensed and bonded with the City. A current public right-of-way permit bond for \$10,000 shall be on file prior to the commencement of work.
- Traffic Control

Must be provided as needed per plans.
- Access

Access to driveways & sidewalks must be maintained at all times.
- Equipment Storage

No equipment or material storage in the street or overnight parking is permitted.
- Dust Control & Debris

Contractor to keep City streets clean at all times.
- Water Main Taps

Licensed Plumber Required
- Soil Erosion & Sediment Control

Must be maintained, see Appendix 2