



# Building & Property Standards Department

Guideline 002

Version 062409

Construction Staging Plan

**Purpose:**

The purpose of this guide is to provide contractors, developers and design professionals with information required for preparation of a construction staging plan for incorporation into the drawing submittal package for plan review and permitting of commercial building projects.

**Drawing Requirements:**

All submittal packages for commercial building projects shall include a Construction Staging Plan which includes information regarding the site layout of temporary construction measures. The main purpose of the plan is to identify in advance of the issuance of permits the temporary construction measures that will be used to protect the general public in the vicinity of the work site. The Village is desirous to understand and minimize the impact that the construction of the project will have on neighboring businesses and the general public. The contractor shall be solely responsible of the means and methods of construction.

The items to be addressed by the Construction Staging Plan shall include but not be limited to the following items:

1. **Walkways:** Provide in accordance with IBC 3306.2.
2. **Directional Barricades:** Provide in accordance with IBC 3306.3. Provide Jersey barricade or similar protection as directed by the Village Engineer.
3. **Barriers:** Provide in accordance with IBC 3306.5 and 3306.6 and as follows:
  - a. Openings in barriers shall be protected by lockable doors with key(s) placed into the Knox box (see below). Indicate the location of all doors.
  - b. Doors shall be locked at all times construction workmen are not on the site.
4. **Covered Walkways:** Provide in accordance with IBC 3306.7. Covered walkways shall be installed where walkways open to pedestrian traffic are located within 15 feet horizontally of any construction work occurring higher than 15 feet above grade.
5. **Temporary Construction Fence:** A temporary construction fence may be installed in lieu of a barrier along portions of the perimeter of a construction site which are not readily accessible to pedestrian traffic (such as alleys) as follows:
  - a. Fence shall be a minimum 8 feet high chain link fence with opaque fabric installed full height on the inside surface to reduce view into the site and control dust.
  - b. Fence shall be secured with posts driven into the ground at 8 feet on center maximum spacing to maintain fence in a plumb condition at all times.
  - c. Openings in fence shall be protected by lockable gates with key(s) placed into the Knox box (see below). Indicate location of all gates.
  - d. Gates shall be locked at all times construction workmen are not on the site.
6. **Protection of Adjoining Property:** Provide in accordance with IBC 3307.1. All physical means of protection shall be indicated on the Construction Staging Plan.
7. **Tree Protection:** Provide in accordance with department handout related to tree protection for all trees located within the public right-of-way.



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8. **Construction Sign:** Indicate the location of the sign which shall be secured to a barrier or temporary construction fence. The sign shall display the following verbiage:
  - a. "CONSTRUCTION SITE – NO TRESSPASSING"
  - b. The contractor's name and 24-hour emergency contact telephone number and,
  - c. The barrier and/or fence contractor's name and 24-hour emergency contact telephone number.
9. **Knox Box:** Indicate location of a Knox box containing keys to allow the Fire Department ready access to the construction site and locked structures thereon. The Knox box style and mounting location shall be approved by the Fire Department.
10. **Pedestrian Traffic Control Devices:** Indicate location and verbiage for sidewalk closure signage, i.e. "SIDEWALK CLOSED AHEAD – USE SIDEWALK ACROSS STREET", etc.
11. **Vehicular Traffic Control Devices:** Indicate location of Jersey barriers or other devices to be used for sectioning off roadways for material movement activities or placement of crane. Jersey barriers shall be fitted with flashing lights at each end and at 50 foot intervals in between.
12. **Dumpster:** Indicate size and location of dumpster to be used for construction debris.
13. **Construction Staging Area:** Indicate location of construction staging areas, including the location of construction hoists, cranes, delivery areas and fabrication areas.
14. **Material Storage:** Indicate location of area to be used for storage of construction materials to be incorporated into the work.
15. **Fire Extinguishers:** Provide in accordance with IBC 3309.1 and as directed by the Fire Department.
16. **Porta-Potty:** Indicate the location of porta-potties.
17. **Traffic Plan:** Provide drawing or written narrative indicating proposed street paths within the Village to be used for movement of equipment and debris.
18. **Parking Plan:** Provide drawing or written narrative indicating proposed parking areas to be used for parking for construction workers. Parking permits may be required.
19. **Hydrant:** Indicate location of public hydrant to be used for construction water. A hydrant meter deposit is required for the use of public water supply for construction purposes.