

Civil pre-job meeting & inspections guide

What is a civil pre-job meeting?

Before you start civil construction, the individuals who will be performing or supervising your civil installation must attend a civil pre-job meeting. During this meeting a BC Hydro civil inspector will provide the necessary drawings and other information that you will need to procure any BC Hydro supplied civil material.

When can I start construction?

Before you can schedule the pre-job meeting, you will need to:

- Pay the design and construction costs.
- Obtain all of the applicable construction permits, including those related to environmental and archaeological requirements.
- Confirm that your civil contractor is registered with BC Hydro. See [Customer Civil Contractor Registration](#) for more information.
- Safely and responsibly remove and/or trim trees, vegetation other obstacles to ensure safe and unencumbered access to the facilities on both on public and private property.
- Attend a civil pre-job meeting with your assigned BC Hydro Civil Inspector.

HOW TO REACH YOUR BC HYDRO CIVIL INSPECTOR

Once you are **ready for the pre-job meeting**, contact the assigned BC Hydro Civil Inspector as provided by your BC Hydro Design Representative. For more information or support with inspections contact customercivil@bchydro.com.

When can I get connected?

Your BC Hydro civil inspector must inspect and accept your installation before we will schedule the electrical work to get you connected. Conditions of the sign-off includes a final inspection and the submission of your construction record (as-built) drawings. Any deviation from the supplied construction drawings must be approved by BC Hydro and documented. Keep on hand all detailed records of inspections, repairs and compliance documentation.

Top 6 civil construction tips to get connected quickly

1. **Pick up your material promptly.** Your material will be held for pick-up or delivery for up to 90 days after the civil inspector was assigned. Afterwards, it will be made available for other projects.
2. **Build the designed infrastructure in an environmentally safe and lawful manner.** Know your environmental and archaeological responsibilities. Refer to www2.gov.bc.ca/archaeology for more information.
3. **Install all deep utilities first.** Sewer, storm drain and water must be installed prior to BC Hydro civil when in proximity.
4. **Plan for the install of BC Hydro infrastructure based on final grades.** Expect additional costs from BC Hydro if adjustments are needed due to grade changes after the civil work has been inspected and accepted.
5. **Build to BC Hydro standards and specifications.** Refer to [Distribution Technical Standards and Guides](#) for the civil installation standards and specification requirements.
6. **Provide a record (as-built) drawing of the installation.** In addition to a visual inspection of exposed civil work, your civil contractor will need to provide a Record (as-built) Drawing as a condition of sign-off. Refer to section Section U – Engineering (U02-02) of the [ES54 Underground Civil Standards](#) for more information.