



# ROAD MAP TO COMPLIANCE WITH ORDINANCE No. 18-O-2767 (Mandatory Standards for Earthquake Hazard Reduction in Existing Wood-Frame Buildings with Soft, Weak, or Open-Front Walls)

## NOTICE TO COMPLY

If you have received a Notice To Comply from the City of Beverly Hills indicating that your building may be subject to Ordinance No. 18-O-2767, you will need to take the following steps:

### SCREENING

Submit Screening Form to Community Development Department within 6 months from date of Notice To Comply.

The Screening Form is available to be downloaded at: <http://www.beverlyhills.org/softstory> or may be obtained at the Community Development Counter at City Hall.

Note that a professional engineer or architect licensed in the State of California is required to sign and stamp the Part A of the Screening Form. Alternatively, the Property Owner shall complete Part B of the Screening Form acknowledging their building is within the scope of the mandatory ordinance and is required to be retrofitted.

Completion of the Screening Form will determine if further analysis and/or if a retrofit is required or if a building may be exempt from the Ordinance.

If it has been determined that a retrofit is required, then you may continue to the next step which is submitting retrofit plans for strengthening the existing building. If it is determined that the building is exempt, (with supporting documentation), no further action is necessary and the building will be removed from the list of buildings requiring a seismic retrofit.

### RETROFIT PLANS

Submit retrofit plans and documents to Community Development Department within 1 year from date of notice To Comply.

The owner shall hire a licensed Professional Engineer or Architect registered in the State of California to provide further analysis and develop retrofit plans and documents in compliance with the requirements of the Ordinance.

Once the design is completed, retrofit plans and structural calculations with a completed permit application shall be submitted to the Community Development Department (CDD) for review. Email the completed permit application to:

[buildingandsafetyinfo@beverlyhills.org](mailto:buildingandsafetyinfo@beverlyhills.org).

All plan review submittals must be made electronically through Beverly Hills Electronic Review portal. For more information, use link below:

<http://www.beverlyhills.org/eplan>

The submitted documents will be reviewed to verify compliance with the requirements of the Ordinance and provide comments as necessary.

**Note:** Permit applications are valid for only one year after the date of application unless an extension is filed.

### PERMIT & CONSTRUCTION

Obtain a building permit from Community Development Department and commence construction within 2 and 2.5 years from the date of Notice To Comply, respectively.

After retrofit plans and calculations have been approved, a building permit may be issued (Asbestos report and clearance shall be submitted to City prior to issuance of building permit). It should be noted that prior to permit issuance, a “Means and Method Plan for Tenant Protection During Construction” identifying timelines, impacts to tenants, and proposed mitigations shall be submitted to Rent Stabilization Division (email to [bhrent@beverlyhills.org](mailto:bhrent@beverlyhills.org)) for review and approval.

Only contractors licensed in the State of California may pull the building permit.

Contractor may commence the work once building permit is issued.

Contractor shall contact the City for inspections as outlined on the retrofit plans.

Inspections are required to verify that what is designed on the plans is what has been constructed.

**Note:** Building permit will expire if work does not commence within 12 months from building permit issuance date.

### COMPLETE CONSTRUCTION

Complete construction and get the final inspection approval within 3 years from the date of Notice To Comply.

Once the construction is completed and all City Inspections have been completed without additional items or corrections noted, the Building Inspector will “Final” the permit.

A “Final” status indicates that construction for the retrofit is complete according to the approved plans.

Once the project is Finaled, building owner may get a copy of the Finaled permit which will serve as verification that the seismic retrofit work has been completed.

#### Refund of Building Permit Fee

Projects that are completed and have received the final inspection can apply for a refund of the Building Permit Fee as follows:

1. Within 18 months of the compliance deadline: 100 % of Building Permit fee.
2. Within 24 months of the compliance deadline: 50% of the Building Permit Fee.

The refund request form can be obtained from the City’s website at:

[www.beverlyhills.org/softstory](http://www.beverlyhills.org/softstory)

#### For questions please contact:

Community Development Department  
Development Services Program  
Alyssa Narciso, Sr. Plan Review Engineer  
Tel. 310-285-1103

Email: [retrofit@beverlyhills.org](mailto:retrofit@beverlyhills.org)