

City of West Hollywood
Division of Building & Safety

Request for Approvals to Issue
Certificate of Occupancy

Date: 10-12-2012

Project Contact:

Planner:

Location: 8835 Betty Wy

Contact Tel: 619-339-3176

The Building & Safety division will proceed to issue a Certificate of Occupancy for the property listed above, after the approvals indicated below have been received.

Please return this form to the Building & Safety Division when your approval has been given.

- | | | |
|--|----------------|---------------------|
| <input type="checkbox"/> Code Enforcement | (323) 848-6400 | Dan Mick |
| <input type="checkbox"/> Art in Public Places Program | (323) 848-6435 | Prentis Bonds |
| <input type="checkbox"/> City Engineer | (323) 848-6383 | Sharon Perlstein |
| <input type="checkbox"/> Environmental Services Division | (323) 848-6499 | Susanna Turney |
| <input type="checkbox"/> Planning Division | (323) 848-6475 | Francisco Contreras |
| <input type="checkbox"/> Landscape (Planning) | (323) 848-6497 | Francisco Contreras |
| <input type="checkbox"/> Housing Division | (323) 848-6490 | John Leonard |
| <input type="checkbox"/> Facilities Division | (323) 851-4811 | David Gardner |
| <input type="checkbox"/> Transportation | (323) 848-6486 | Bob Cheung |
| <input type="checkbox"/> Rent Stabilization | (323) 848-6453 | Clyde Ross |

NOTE: Your signature below indicates that the proposed project has satisfied all conditions which you may have required to be satisfied prior to issuance of the Certificate of Occupancy..

***** Please return this form only when approved*****

Approval to proceed and issue a Certificate of Occupancy

Name

Date



**CITY OF
WEST HOLLYWOOD**
Division of Building & Safety

**COMMERCIAL
AWNINGS & CANOPIES**

Submittal requirements for awnings and canopies shall include:

- Review and approval of plans from the City of West Hollywood Planning Division is required prior to submittal to the Building and Safety Division. Two sets of plans approved by Planning are required for submittal to Building and Safety.
- Plans shall include:
 - Plot plan showing location of awning/canopy.
 - Plot plan to be to scale and include any property lines and any sidewalks with sidewalk widths.
 - Elevations showing size, dimensions and placement of awnings/canopies.
- Provide details on plans showing attachment to building structure and any other supporting elements.
 - Provide sizes of all canopy/awning elements.
 - Indicate type, size, and spacing of connectors.
- Provide structural calculations to show how canopy/awning and any connections resist wind or other lateral loads and dead/live loads as required by CBC Chapter 16.
- Plans, details and calculations to be stamped and signed by an Engineer or Architect licensed in the State of California.
- Awning material or fabric must be approved by the Fire Department prior to issuing Building Permits. Fire Department is located at: 864 San Vicente Blvd. in West Hollywood. Phone: 310-358-2380
- Awnings or canopies which encroach into the public way require approval and permits from Public Works.
- Completed building permit application form.

*Note: If an agent for the contractor or owner will be pulling permits, a formal **notarized** letter is required authorizing the individual to pull permits on their behalf.*



City of West Hollywood
California 1984

January 2012						
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June 2012						
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July 2012						
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August 2012						
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October 2012						
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November 2012						
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December 2012						
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**City of West Hollywood
Construction Hours**

**Monday – Friday
8:00 AM – 7:00 PM**

**Saturday
8:00 AM – 7:00 PM
(Interior ONLY)**

**Sunday & Holidays
NO Construction Permitted**

Yellow box: Saturday – Interior
Construction ONLY

Orange box: Sunday – NO
Construction Permitted

Pink box: City Holiday – NO
Construction Permitted



**CITY OF
WEST HOLLYWOOD**
Division of Building & Safety

**DOCUMENTATION OF
UNREASONABLE HARDSHIP
CBC SECTION 1134B.2.1. EXC. 1**

PROJECT INFORMATION			
Project Address:			
Project Description:			
Use of Building:		No. of Stories:	Type of Construction:
Project Valuation:		Current Valuation of Threshold:	\$ 132,536.28 as of 01/2011
APPLICANT INFORMATION			
Name:		Position:	
Address:			
FULL COMPLIANCE COST OF DISABLED ACCESS UPGRADES OUTSIDE OF AREA OF REMODEL			
* Path of travel to building or facility entrance		Complies or	\$
* Path of travel to building or facility		Complies or	\$
* Sanitary facilities		Complies or	\$
* Drinking fountains		Not applicable or Complies	\$
* Public Telephones		Not applicable or Complies	\$
		TOTAL	\$
The Accessibility Feature Upgrade would increase construction costs by:			%
<i>Specify accessibility feature upgrades to be provided and cost under the following priority listing:</i>		20% of PROJECT VALUATION:	\$
1. Accessible path of travel to building or facility entrance (including entry doorway):			\$
2. Accessible path of travel within building or facility to the area of remodel:			\$
3. Accessible restroom for each sex:			\$
4. Accessible drinking fountains and public telephones:			\$
5. Additional accessible features:			\$
		TOTAL	\$
I have reviewed the above-described features and their cost and they are an accurate description of the work being provided.			
Signature of Applicant		Position	Date
Signature of Building Official		Date	



City of West Hollywood
 8300 Santa Monica Boulevard
 West Hollywood, CA 90069-4314
 Inspection Request Line: (323) 848-6335

INSPECTION RECORD

Permit No. B12-000-544
Permit Type: Commercial Tenant Improv

POST CONSPICUOUSLY ON THE JOB

Building Address	9201 Sunset Blvd		
Owner Name and Address	Arden Realty Limited Ptnshp P O Box 131071 Carlsbad, CA 92013	Phone:	
		Fax:	
Contractor Name and Address	Alctel-Lucent Usa Inc 3400 W Plano Pkwy M/S-424 Plano, TX 75075	Phone: (972) 477-3723	
		Fax:	
State Lic. & Classif.	725778 B, C10	City Lic. #	

Proposed Construction: modification to existing cell site -- add new (3) antennas, remove (e) antenna coax. Install fiber optic cables using (e) coax route. Retrofit cabinet with new radio hardware. Install junction box and install 4 new rrrh units and install combiner units.

REQUIRED ELECTRICAL INSPECTIONS AND APPROVALS		
Inspection	Date	Inspector
Bonding Water anfd Gas		
Final Electrical Inspection Approval		
Ground Rod		
Other Electric Inspections		
Rough Conduit		
Rough Wiring		
Service		
System Ground		
Temporary Power Pole		
UFER		
Underground Electrical		
Water Pipe		

REQUIRED PLUMBING INSPECTIONS AND APPROVALS		
Inspection	Date	Inspector
Final Plumbing Insp Approval		
Gas Final		
Gas Test		
Lawn Sprinklers		
Private Sewage Disposal Syst		
Rough Gas System		
Rough Plumbing/Topout		
Sewer		
Shower Pan		
Underground Plumbing		
Water Heater		
Water Service		

REQUIRED BUILDING INSPECTIONS AND APPROVALS		
Inspection	Date	Inspector
Final Building Dept		
Building Dept. Frame Inspection		
Concrete Deck		
Exterior Lath		
Fire Dept Approval		
Fire Sprinkler Hangers		
Fire Dept. Frame Inspection		
First Grout Lift		
Raised Floor Framing		
First Level Floor Sheathing		
Fourth Grout Lift		
Insulation/Weather Stripping		
Interior Lath and/or Drywall		
Lot Drainage		
Planning Dept Approval		
Prewrap		
Public Works Dept Approval		
Rated Floor/Ceiling Assemblies		
Rated Opening Protection		
Rated Shaft Construction		
Rated Wall Assemblies		
Roof Sheathing		
Second Grout Lift		
Second Level Floor Sheathing		
Location and Setbacks		
Shear Panel		
Struc. Concrete/Slab on Grade		
Soils Engineer's Approval		
Steel Framing		
T Bar Ceilings		
Third Grout Lift		
Third Level Floor Sheathing		
Foundation/Trench Forms		
Underfloor Insulation		

REQUIRED SPA/POOL INSPECTIONS AND APPROVALS		
Inspection	Date	Inspector
Overhead Conductor Clearance		
Spa/Pool Cover		
Electrical Bonding		
Fencing and Gates		
Final Pool Insp Approval		
Gas Test		
Heater Location and Setback		
Spa/Pool		
P-Trap/Backwash Receptor		
Steel Reinforcements		
Underground Electrical		
Underground Plumbing		

REQUIRED GRADING INSPECTIONS AND APPROVALS		
Inspection	Date	Inspector
Final Grading Insp Approval		
Finish Grading		
Rough Grading		

REQUIRED MECHANICAL INSPECTIONS AND APPROVALS		
Inspection	Date	Inspector
A/C Compressor		
Combustion Air Openings		
Duct Work		
FAU/Wall Furnace		
Fire Dampers		
commercial Hood		
Manufactured Fireplace		
Final Mechanical Inspection Approval		
Smoke Detection Devices		
Thermostat		

INSPECTION REQUEST

ADDRESS

TODAY'S DATE

CONTACT NAME

PHONE NO.

BUILDING

- Foundation
- Raised Floor Framing
- Floor Sheathing
- Roof Sheathing
- Frame Inspection
- Insulation
- Lath and/or Drywall
- Masonry
- T-Bar Ceiling
- Final Building Insp.

MECHANICAL

- FAU/Wall Furnace
- A/C System
- Commercial Hood
- Final Mechanical Insp.

ELECTRICAL

- Temporary Power Pole
- Underground Electrical
- Rough Wiring/Conduit
- New Service
- Final Electrical Insp.

PLUMBING

- Underfloor Plumbing
- Rough Plumbing
- Water Heater
- Gas Test
- Final Plumbing Insp.

MISCELLANEOUS

- Occupancy
- Rehabilitation
- Swimming Pool/Spa
- Grading

CIRCLE DAY INSPECTION IS REQUESTED FOR

Monday

Tuesday

Wednesday

Thursday

Friday



**CITY OF
WEST HOLLYWOOD**
Division of Building & Safety

**PME PLAN CHECK
CHECKLIST**

JOB ADDRESS: _____

The above-proposed project may require plumbing, electrical, and mechanical plan check. In order for this to be accurately determined and to eliminate confusion or delays in the building permitting process, please complete, or have the design professional, complete the questions below.

If the answer to any of the questions is "YES," plan check is required for the corresponding discipline. Submit a plan check application, plans, and plan check fees for the appropriate discipline to the City to avoid confusion or delays in the building permitting process. Thank you for your cooperation.

NOTE: The Building Official may make exceptions to minor work, additions, and alterations.

PLUMBING

NO **YES**

- 1. Does the project contain more than 216 drainage fixture units?
- 2. Is the potable water supply piping required to be 2" or larger?
- 3. Is the fuel gas piping required to be 2" or larger?

MECHANICAL

NO **YES**

- 1. Are there any installations where the aggregate BTU input is greater than 500,000 for comfort heating or cooling?
- 2. Is there any installation of a food processing establishment containing a commercial type hood?
- 3. Are there any installations containing a single comfort heating or cooling air handling system with a capacity of 10,000 cubic feet per minute or more?
- 4. Is there a parking garage requiring mechanical ventilation?

ELECTRICAL

NO **YES**

- 1. Is there any installation where one or more services, switchboards, motor control centers, or feeders has a rating of 400 amperes or larger at 600 volts or less?
- 2. Is there any installation rated above 600 volts?
- 3. Is this building a theater or motion picture theater?
- 4. Is there an assembly room or similar place having an assemblage or seating capacity exceeding 500 persons?
- 5. Is this a hospital or other health care facility with surgical operating rooms falling within the scope of Article 517 of the National Electrical Code?
- 6. Is there any installation in locations classed as hazardous locations by the provisions of Chapter 5 of the National Electrical Code, unless otherwise satisfactory to the Building and Safety Division?
- 7. Is there any installation of lighting fixtures weighing more than 300 pounds?



**CITY OF
WEST HOLLYWOOD**
Division of Building & Safety

**REQUIRED AGENCY
APPROVALS/ CONTACT LIST**

Job Address: _____

Scope of Project: _____

Approvals Required:

COMMUNITY DEVELOPMENT DEPARTMENT

- 1. Planning Division
- 2. Transportation and Transit Division
- 3. Building & Safety Division

DEPARTMENT OF PUBLIC WORKS

- 4. Commercial Code Compliance Division
- 5. City Engineering Division
- 5-a. Environmental Programs Coordinator

RENT STABILIZATION & HOUSING DEPARTMENT

- 6. Rent Stabilization & Housing Department

ECONOMIC DEVELOPMENT DEPARTMENT

- 7. Cultural Affairs Administrator

FACILITIES & LANDSCAPE MAINTENANCE DEPARTMENT

- 8. Facilities and Landscape Maintenance Department

OTHER AGENCIES' APPROVALS REQUIRED

- 9-a. Los Angeles County Fire Prevention Bureau, Area 7
- 9-b. Los Angeles County Fire Prevention Bureau, Plan Check
- 10. Los Angeles County Department of Health Services
- 11. Los Angeles County Waste Management Department
- 12. Los Angeles County Sanitation District
- 13. South Coast Air Quality Management District (SCAQMD)
- 14. Los Angeles Unified School District
- 15. State Industrial Safety Division
- 16. Water Department
- 17. Southern California Edison



**CITY OF
WEST HOLLYWOOD**
Division of Building & Safety

**REQUIRED AGENCY
APPROVALS/ CONTACT LIST**

Job Address: _____

Scope of Project: _____

Approvals Required:

COMMUNITY DEVELOPMENT DEPARTMENT

1. Planning Division

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Assigned Project Planner
Phone Number: (323) 848-6475

- Development Approvals, "Conditions of Approval", Land Use, Zoning, On-Site Landscaping, On-Site Parking, Aesthetics.

2. Transportation and Transit Division

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Terri Slimmer
Phone Number: (323) 848-6377

- Off-site parking, Valet parking, Traffic Mitigation, Loading Zones.

3. Building & Safety Division

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Building & Safety Permit Technician
Phone Number: (323) 848-6320 or (323) 848-6475

- Building Plan Checking, Permit issuance, Inspections, pre-issuance clearing house, "Final" clearing house, Occupant Loads, Certificates of Occupancy.

DEPARTMENT OF PUBLIC WORKS

4. Commercial Code Compliance Division

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Dan Mick
Phone Number: (323) 848-6822

- Construction Mitigation Plan, Hours of Construction Operation, enforcement of the "Conditions of Approval".

5. City Engineering Division

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Project Civil Engineer
Phone Number: (323) 848-6375

- Off-site improvements, street curbs, gutters & sidewalks, driveway aprons, cutting, digging, storing or overhanging in or on the public right of way.

5-a. Environmental Programs Coordinator

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Susannah Turnney
Phone Number: (323) 848-6375

- Recycling plan requirements, trash enclosures, rubbish removal services available.

RENT STABILIZATION & HOUSING DEPARTMENT

6. Rent Stabilization & Housing Department

8300 Santa Monica Blvd., 1st Floor
West Hollywood, CA 90069
Contact: Jeff Skorneck
Phone Number: (323) 848-6450

- Affordable Housing and In-Lieu Fee programs, Commercial Exaction Fee program, Hire West Hollywood

Contact: Maurney Hull
Phone Number: (323) 848-6450

- Determination if rent controlled units are involved and if so, enforce the laws governing both the owners and tenants. Eviction process including required notice and relocation fees.

ECONOMIC DEVELOPMENT DEPARTMENT

7. Cultural Affairs Administrator

8300 Santa Monica Blvd., 3rd Floor
West Hollywood, CA 90069
Contact: Andrew Campbell
Phone Number: (323) 848-6883

- Enforcement of the “Arts in Public Places” Program, applicable to projects with a construction valuation of \$200,000 or more.

FACILITIES & LANDSCAPE MAINTENANCE DEPARTMENT

8. Facilities and Landscape Maintenance Department

8300 Santa Monica Blvd., 3rd Floor
West Hollywood, CA 90069
Contact: Steve Campbell
Phone Number: (323) 848-6850

- Landscape requirements within the public-right-of-way, street trees, tree grates and streetscape furnishings.

OTHER AGENCIES’ APPROVALS REQUIRED

9-a. Los Angeles County Fire Prevention Bureau, Area 7

864 San Vicente Blvd.
West Hollywood, CA 90069
Contact: Capt. Delany
Phone number: (310) 358-2380 Hours: 8:00am-10:00am

- Local Fire Department Approvals, sprinkler systems 20 heads or less, fire extinguisher locations, Occupant Loads, Fire & Life Safety Inspections, Public Assemblage Permits.

9-b. Los Angeles County Fire Prevention Bureau, Plan Check

6031 Rickenbacker Road
Commerce, CA 90040
Contact: Plan Checker
Phone Number: (323) 724-3442 Hours: 7:30am-4:00pm

- Plan Checking of construction plans for compliance with the Los Angeles County and State Fire Codes, including Chemical Storage and Fuel Storage.

10. Los Angeles County Department of Health Services

3530 Wilshire Blvd., 9th Floor
Los Angeles, CA 90010
Contact: Restaurant Inspector
Phone number: (213) 351-7893

Radiation Health Unit
3530 Wilshire Blvd., 9th Floor
Los Angeles, CA 90010
Contact: Peter Cruz, Plan Checker
Phone Number: (213) 351-7391 or (213) 351-7394

- Food Service Plan Checking, Inspections and Licensing.

11. Los Angeles County Waste Management Department

24320 S. Narborne Avenue
Lomita, CA 90717
Contact: Maria Baker
Phone Number: (310) 534-4862

or: 900 S. Fremont Avenue
Alhambra, CA 91803
Phone Number: (626) 458-3504

- Plan Checking portions of plumbing, grease trap and interceptor requirements, inspections of same. Or see LAC Public Works, Fremont Avenue, Alhambra.

12. Los Angeles County Sanitation District

1955 Workman Mill Road, Room 207
Whittier, CA 90607
Contact: Engineer
Phone Number: (562) 699-7411

- Determination and collection of County sanitation fees, typically based on net increase as it relates to type of use and square footage.

13. South Coast Air Quality Management District (SCAQMD)

21865 E. Copley Drive
Diamond Bar, CA 91765-4182
Contact: Inspector/Engineer
Phone Number: (909) 396-2000 or (800) 388-2121

- Enforcement of the requirements of AB 1403(b) (asbestos removal) and AB3205 enforcement of the requirements associated with airborne toxins and smoke producing equipment.

14. Los Angeles Unified School District

600 E. Pico Blvd.
Los Angeles, CA 90015
Contact: (213) 743-3670

- Determination and collection of school fees, typically based on net increased square footage and type of use.

15. State Industrial Safety Division

320 West 4th Street, Room 850
Los Angeles, CA 90013
Contact: Inspector (213) 576-7451

- Approvals required for excavations greater than 5 feet in depth, scaffolding 36 feet or greater in height, and demolitions or construction of buildings greater, than 36 feet in height.

16. Water Department

Beverly Hills Water Company
455 N. Rexford
Beverly Hills, CA 90210
(310) 285-2434

Los Angeles Department of Water & Power
111 N. Hope Street
Los Angeles, CA 90012
(213) 481-4211 or (800) 342-5397
(For areas not served by B.H.W.Co)

- Water Certificates for all new buildings and large commercial projects.

17. Southern California Edison

1721 22nd Street
Santa Monica, CA 90404
(310) 204-4030 (Temporary)
(800) 655-4555 (Commercial)
(800) 684-8123 (Residential)



**CITY OF
WEST HOLLYWOOD**
Division of Building & Safety

**RESIDENTIAL
WINDOW REPLACEMENTS**

(rev 05/2011)

Submittal requirements for residential window replacements shall include:

Review and approval of plans from the City of West Hollywood Planning Division is required prior to submittal to the Building and Safety Division. Two sets of plans approved by Planning are required for submittal to Building and Safety.

Plans shall include:

Floor plan of residence to scale with dimensions:

- All rooms shall be labeled (living room, kitchen, bedroom, etc.)
- Location of all windows are to be shown on plans
- Provide **both existing as well as the proposed window sizes** on plans. Information shall be provided on the floor plan or on a schedule.

Elevations

- Provide exterior elevations showing locations of windows.
- Show type and size of windows being replaced

Windows replaced in bedrooms or sleeping rooms shall meet all of the egress requirements listed below. At least one window in each bedroom is required to meet requirements. (CRC 310.1 and CBC 1029)

- Minimum net 5.7 sf of openable area. (Grade floor openings are permitted to have a minimum net clear opening of 5.0 sf).
- Minimum net clear opening width shall be 20"
- Minimum net clear opening height shall be 24"
- A maximum sill height of not more than 44" above the floor.

Windows shall have dual glazing with a maximum U-factor of .40 and a maximum Solar Heat Gain Coefficient (SHGC) of .40 (2008 California Title 24 Energy Standards)

Where a window opening (measured at the window sill) is located more than 72" above the exterior finished grade, any window located less than 24" above the finished floor on the interior shall be either fixed glazing or have a protective guard. (CBC 1405.13.2 and CRC R612.2)

Completed building permit application form.

Note:

- *When all required approvals are obtained, only the property owner, licensed contractor, or authorized agent may obtain permits. If an agent for the contractor or owner will be pulling permits, a formal **notarized** letter is required authorizing the individual to pull permits on their behalf.*
- *Window replacements in condominiums require a formal letter from the Home Owner's Association in order to issue building permits.*



**CITY OF
WEST HOLLYWOOD**
Division of Building & Safety

**MULTI-FAMILY
REMODELS & ADDITIONS**

page 1 of 2 – (rev 04/2011)

Submittal requirements for Multi-family additions or remodels shall include:

- I. Three complete sets of plans and two sets of supporting documents are required to be submitted and, when required by the State Business and Professions Code, shall be wet-stamped and signed by a California-licensed architect or registered engineer.
- II. Review and approval of plans from the City of West Hollywood Planning Division is required prior to submittal to the Building and Safety Division.
- III. Plans shall be 24" width x 36" length (max).
- IV. The following items shall appear on the first sheet of the drawings:
 - A. **Applicable codes:** 2010 California Building Code, Mechanical, Electrical, Plumbing and Energy Codes with 2011 Los Angeles County Amendments.
West Hollywood Green Building Manual
 - B. **Building code data:** Occupancy Group: R-2 – multi-family residences;
Type of Construction: 1-A, V-A, or V-B etc.
New & existing floor area; Number of Stories
 - C. **Scope of Work:** Provide a detailed written description of project scope.
- V. Plans shall consist of:
 - A. **Plot plan:**
 1. Legal description and site address
 2. Location and size of remodel and/or addition on the property relative to property lines and other structures and adjacent tenant spaces.
 3. North arrow
 - B. **Floor plan:**
 1. Provide **both** new and existing plans showing layout of all walls, windows, doors, etc.
 2. The use of all rooms and spaces within the residence shall be labeled on both new and existing plans
 3. Size, type, and location of any new doors and windows.
 4. Framing information (size, spacing, and directions of joists and rafters; headers; beams and columns, shear walls, floor diaphragms) for both existing and any new construction.
 - C. **Wall Sections:**
 1. Framing information for any new partitions walls including: wall construction information, top and bottom support connections, insulation, finishes, etc.
 - D. **Suspended Ceilings and Soffits**
 1. Reflected ceiling plan indicating ceiling heights and finishes
 2. Gravity and lateral support details and layout information for any suspended ceilings
 3. Soffit framing details: attachment support connections to walls, ceilings, etc.

(continued on reverse)

**MULTI-FAMILY
REMODELS & ADDITIONS**

E. Energy Compliance:

*(*information below addresses Prescriptive Approach. The performance approach may also be utilized.)*

1. Compliance with Residential Standards (for R-2 occupancies with 3 or less habitable stories):
 - a. CF-1R forms completed and printed on the plans
 - b. MF-1R - Mandatory measures addressed and filed on plans
 - c. Any other applicable forms as required
 - d. Two sets of documentation of compliance (8 ½ x 11 format)
2. Compliance with Non Residential Standards (for R-2 occupancies with 4 or more habitable stories)
 - a. ENV-1C - for Modifications to building envelope
 - b. LTG-1C for altered and/or additional lighting load printed on plans
 - c. Mandatory Measures addressed and filed on plans
 - d. Any other applicable forms as required
 - e. Two sets of documentation of compliance (8 ½ x 11 format)

F. Green Building Compliance:

1. Alterations to existing structures require compliance with the West Hollywood Green Building Manual minimum green building requirements.

G. Structural Design:

1. Structural plans and details are required for any additions or structural alterations.
2. Two sets of calculations are required for any additions or structural alterations.
3. All structural information provided shall be wet-stamped and signed by the Engineer of Record.

*** For Condominiums: A formal letter from the Homeowner's Association is required in order to obtain permits.*



**CITY OF
WEST HOLLYWOOD**
Division of Building & Safety

**SINGLE FAMILY RESIDENTIAL
ADDITIONS & REMODELS**

Submittal requirements for residential additions or remodels shall include:

- I. Three complete sets of plans and two sets of supporting documents are required to be submitted and, when required by the State Business and Professions Code, shall be wet-stamped and signed by a California-licensed architect or registered engineer.
- II. Review and approval of plans from the City of West Hollywood Planning Division is required prior to submittal to the Building and Safety Division.
- III. Plans shall be 24" width x 36" length (max).
- IV. The following items shall appear on the first sheet of the drawings:
 - A. **Applicable codes:** 2010 California Residential Building, Mechanical, Electrical, Plumbing and Energy Codes with 2011 Los Angeles County Amendments.
West Hollywood Green Building Manual
 - B. **Building code data:** Occupancy Group: R-3 – single family residences; U – Private garages;
Type of Construction: V-B
New & existing floor area per occupancy and per story;
Number of stories.
 - C. **Scope of Work:** Provide a detailed written description on project scope on first page of plans.
- V. Plans shall consist of:
 - A. **Plot plan:**
 1. Legal description, site address, and North Arrow
 2. Plan to be to scale and fully dimensioned
 3. Location and size of building and any additions on the property relative to property lines and other structures
 - B. **Foundation plan and details:**
 1. Footing sizes and reinforcing
 2. Slab thickness, reinforcing and moisture barrier, if required
 3. Locations and sizes of holdowns and anchor bolts
 - C. **Floor plan:**
 1. Provide both new and existing plans showing layout of all walls, windows, doors, etc.
 2. The uses of both new and existing areas within the structure.
 3. Size, type, and location of doors and windows
 4. Framing information (size, spacing, and directions of joists and rafters; headers; beams and columns, shear walls, floor diaphragms) may be shown here or on a separate framing plan
 5. Plumbing, mechanical, and electrical fixtures and equipment
 - D. **Roof plan** (may be combined with plot plan, if simple):
 1. Roof material, slope, ridges, valleys, overhangs, roof framing members, roof diaphragm
 - E. **Exterior Elevations:**
 1. Show ceiling heights, finishes, doors/windows
 2. Overall building height

(continued on reverse)

SINGLE FAMILY RESIDENTIAL ADDITIONS & REMODELS

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- F. **Framing Sections:**
 - 1. Show roof, floor and wall construction, and the foundation
 - 2. Interior finishes and insulation

- G. **Details**
 - 1. Show structural details for connections of framing members to each other and to the foundation providing a continuous load path for both gravity and lateral (wind or seismic) loads

- H. **Energy Compliance:**
*(*information below addresses the Prescriptive approach only. The performance approach may also be utilized)*
 - 1. CF-1R forms to be completed and filed on the plans
 - 2. Mandatory measures addressed and filed on the plans
 - 3. Any other applicable forms as required to be filed on plans
 - 4. Two sets of documentation of compliance (8 ½ x 11 format)

- I. **Green Building Compliance**
 - 1. Alterations to existing structures require compliance with the West Hollywood Green Building Manual - minimum green building requirements.

- J. **Structural Calculations/ Engineered Design:**
 - 1. When a building of otherwise conventional construction contains structural elements exceeding the limits of section R301 of the California Residential Code, or otherwise not conforming to the code, these elements shall be designed in accordance with accepted engineering practice and shall require structural calculations to be stamped and signed by a licensed Engineer.

- VI. Construction documents (plans/calculations) shall be wet-stamped and signed by a California licensed Architect or Engineer for all dwellings of wood frame construction more than one story in height or with a basement.

- VII. Prior to the issuance of a building permit, debris removal mitigation plan shall be reviewed and approved through West Hollywood Environmental Services. Contact Susannah Turney at (323) 848-6499 or Matt Magener at (323) 848-6349

(rev 05/2011)



**CITY OF
WEST HOLLYWOOD**
Division of Building & Safety

**TENANT IMPROVEMENT
PLAN SUBMITTALS**

Page 1 of 2

Submittal requirements for Tenant Improvements shall include:

- I. Review and approval of plans from the City of West Hollywood Planning Division is required prior to Building Department submittal
- II. Two complete sets of plans are required to be submitted for review and, when required by the State Business and Professions Code, shall be wet-stamped and signed by a California licensed Architect or registered Engineer. (Please note that additional sets may be required if tenant improvement involves change of use, modification of floor space or exterior changes).
- III. Plans shall be 24" width x 36" length (max).
- IV. The following information shall appear on the first sheet of the drawings:
 - a. Applicable Codes: 2010 California Building, Green Building, Mechanical, Electrical, Plumbing and Energy Codes with 2011 Los Angeles County Amendments.
 - b. Building Code Data: Existing *and* proposed use and Occupancy, Type of Construction, Fire Sprinklers (if required), Occupancy Load, number of floors, floor area
 - c. Owner and Designer Information
- V. Plans shall consist of:
 1. Plot Plan
 - a. Legal Description or AP Number
 - b. Plan to be to scale and fully dimensioned
 - c. Indicate property lines, adjacent buildings, location of tenant space, and use of adjacent spaces.
 2. Floor Plan
 - a. Fully dimensioned existing and new floor plans
 - b. Indicate use of all spaces
 - c. Exits (number, width, door hardware, signage)
 - d. Location of all walls, doors, fixed equipment
 - e. Area and/or occupancy fire separation walls
 3. Corridor Section
 - a. Location and construction of fire rated wall assemblies
 4. Wall Sections
 - a. Framing information, wall heights, insulation, finishes, top and bottom support connections
 5. Suspended Ceilings and Soffits
 - a. Reflected ceiling plan indicating ceiling heights and finishes
 - b. Gravity and lateral support details and layout information
 - c. Soffit framing details

(Continued on reverse)

TENANT IMPROVEMENT PLAN SUBMITTALS

Page 2 of 2

6. Accessibility Requirements
 - a. Required at area of tenant improvement
 - b. Show primary path of travel from accessible parking and/or the public way to the building entrance and remodeled area
 - c. Entrances, accessible routes, sanitary facilities, drinking fountains, and telephones required to meet requirements
 - d. Complete Disabled Access Hardship form in order to show full compliance or any limitation for full accessibility upgrade.

7. Energy Compliance
 - a. Modifications to envelope – calculations required – provide ENV-1 forms on plans
 - b. Additional lighting load - calculations required - provide LTG-1 forms on plans
 - c. Additional HVAC equipment – calculations required - provide MECH-1 forms on plans
 - d. Mandatory Measures

8. Plumbing, Mechanical, and Electrical
 - a. Plans are not typically required. See Building Department questionnaire to determine if plans and plancheck review are required.

9. Prior to the issuance of a building permit, debris removal mitigation plan shall be reviewed and approved through West Hollywood Environmental Services. Contact Susannah Turney at (323) 848-6499

10. Other outside agency reviews and approvals may be required prior to the issuance of any permits. See Building and Safety for further information.

**CITY OF
WEST HOLLYWOOD**

Division of Building & Safety

NEW WALL SIGNS

Submittal requirements for signs shall include:

- Review and approval of plans from the City of West Hollywood Planning Division is required prior to submittal to the Building and Safety Division. Two sets of plans approved by Planning are required.
- Plans shall include:
 - Plot plan showing location of sign(s)
 - Elevations showing size, dimensions and sign placement
- Provide detail for attachment of the sign to structure.
 - Indicate and show existing wall material that the sign will be attached to
 - Indicate connector type, size, spacing and/or number of connectors.
- Complete building permit application form. If sign is illuminated, electrical permit application is also required.
- If sign is illuminated, sign components and cabinet must be UL listed. Provide location of sign disconnect switch.
- Illuminated signs require Title 24 energy compliance. SLTG-1C compliance form is to be completed and signed by the licensed individual responsible for completing the forms.

Note: If an agent for the contractor or owner will be pulling permits, a notarized letter is required authorizing the individual to pull permits on their behalf.

(rev 05/2011)