



## COMMERCIAL AWNINGS & CANOPIES

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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.
- Plans Shall include:
  - a) Plot plan showing location of awning/canopy
  - b) Plot plan to be to scale and include any property lines and any sidewalks with sidewalk widths.
  - c) Elevations showing size, dimensions, and placement of awnings/canopies.
- Provide details on plans showing attachment to buildings structure and any other supporting elements.
  - a) Provide sizes of all canopy/awning elements
  - b) 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 the 2022 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 Boulevard, West Hollywood, CA 90069. 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 notarized letter is required authorizing the individual to pull permits on their behalf.*