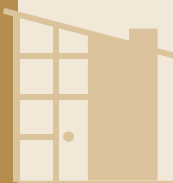


# Rent Stabilization

City of West Hollywood



# Tenant Habitability | Seismic Retrofit Project Checklist

**PLEASE INCLUDE THIS CHECKLIST WITH PERMIT APPLICATION**

## PROPERTY INFORMATION:

Applicant's Name \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Property Address \_\_\_\_\_

Assessor Parcel # \_\_\_\_\_

Planning Permit # \_\_\_\_\_

The purpose of this checklist is to identify projects subject to submission and approval of a tenant habitability plan prior to construction permit issuance. If you have any questions, in reference to this form or the requirements of Chapter 17.30 (Tenant Protection During Construction) of the Rent Stabilization Ordinance, please visit [www.weho.org/rent](http://www.weho.org/rent) or contact Rent Stabilization at [RSH@weho.org](mailto:RSH@weho.org) or (323) 848-6450.

Please read the following questions carefully and check the appropriate box:

		YES	NO
1	Will any structure on the property be tenant occupied at any time during the construction period?		
If you answered NO, stop here. Do not answer any other questions, sign below and submit this form with your permit application. If you answered YES that tenants will be present, proceed to Question 2.			
2	Will existing parking spaces used by tenants be available for parking between 7:00 p.m. to 8:00 a.m. weekdays and on weekends/holidays and, if street parking permits are available, will you cover cost?		
If you answered YES, proceed to Question 3. If you answered NO, you must submit a tenant habitability plan ( <a href="http://www.weho.org/rent">www.weho.org/rent</a> ). The habitability plan must be approved before any permit will be issued.			
3	Will any tenant occupied unit need to be entered to complete any part of the construction?		
	Will any tenant occupied unit, common area (excluding parking), or common amenity be inaccessible or inoperable for more than a single 8:00am to 7:00pm period during the permitted construction?		
If you answered NO to both questions, proceed to Question 4. If you answered YES to either question, you must submit a tenant habitability plan ( <a href="http://www.weho.org/rent">www.weho.org/rent</a> ). The habitability plan must be approved before any permit will be issued.			
4	Will the seismic strengthening involve more than standard cripple wall strengthening and bracing and bolting in unoccupied areas of the property?		
If you answered NO, stop here, sign below, turn over, read and agree to the conditions of construction by signing, and submit this form with the permit application. If you answered YES, proceed to Questions 5 and 6.			
		YES	NO
5	Will the work involve the disruption or abatement of any hazardous material?		
	Lead-based paint		
	Asbestos		
	Other/ please describe:		
		YES	NO
6	Will the following occur for longer than a single 8:00 a.m. to 7:00 p.m. period during construction?		
	Replacement, repair, removal or modification of electrical, plumbing, mechanical or structural		
	A unit or common area wall, ceiling, roof or floor will be open		
	Gas, electricity, water, telephone, cable or internet service will be shut off		
	A tenant occupied unit's kitchen or bathroom will be unusable, or the unit will be otherwise		
	Involve the use of scaffolding on any occupied structure		
If you answered YES to any part of Questions 5 or 6, you must submit a tenant habitability plan ( <a href="http://www.weho.org/rent">www.weho.org/rent</a> ). The habitability plan must be approved before any permit will be issued. If you answered NO, sign below, turn over, read and agree to the conditions of construction by signing, and submit this form with the permit application.			

I \_\_\_\_\_ hereby declare that I am the owner/authorized agent for the owner of the above referenced property and certify under penalty of perjury under the laws of the State of California, that the information stated in this declaration is true and complete.

Applicant's Signature \_\_\_\_\_

Relationship to Property Owner \_\_\_\_\_

Date \_\_\_\_\_



Pursuant to the requirements of West Hollywood Municipal Code Section 17.30.010(d), permittee shall comply with the following:

1. All construction equipment and related materials (i.e. debris, refuse, and supplies) shall be stored entirely on private property, in a manner that does not block parking spaces or hinder the ability for pedestrians and vehicles to safely enter or exit the property.
2. All walkways and common areas on the property will be kept free of trash and debris and will be broom swept at the end of each working day.
3. Permitted construction hours are (West Hollywood Municipal Code Section 9.08.050(d)):
  - a. Monday through Friday 8:00 AM to 7:00 PM;
  - b. Saturday (interior work only) 8:00 AM to 7:00 PM; and
  - c. No construction activities on Sundays or holidays.
4. 24 hours prior to commencement of work, a notification shall be provided to affected tenants, and posted in an easily observable location at or near all tenant entrances. This sign shall be on a City approved form and include the property owner's or their representative's name and contact phone number. The sign shall remain in place and in legible condition during the entirety of the project.
5. A tenant habitability plan may be required following the start of construction if:
  - a. Permitted construction renders any occupied unit uninhabitable as set forth in Civil Code Section 1941.1 (Untenantable dwellings);
  - b. Permitted construction violates Section 17.52.090 (Tenant Harassment) of the West Hollywood Municipal Code;
  - c. Permitted construction violates any condition of construction set forth herein.

***By signing below, the applicant agrees that they will make all contractors, and their employees, representatives, and subcontractors, aware of the conditions listed herein and agree to abide by all aforementioned conditions. Failure to comply by these conditions may result in fines, a stop work order, permit suspension or revocation and any other penalties permitted by law.***

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Applicant Signature

Date

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Relation to Property Owner

