

REMODEL & ADDITION NOTICE

FOR COMMERCIAL, MULTI-FAMILY, AND OTHER NON-RESIDENTIAL STRUCTURES



The table below outlines the permit process for commercial, multi-family and other non-residential remodel projects. This process differs from the permit process for single family dwellings and duplexes remodel projects.

Project Type	Description	Planning Permit	Certified Survey	Exterior Photos
Minor Remodel ¹	Removes less than 50% of exterior wall area or supporting members of a structure, whichever is more restrictive	Zone Clearance	Not Required (NR)	Required (R)
Major (i.e. Substantial) Remodel ²	Removes 50% or more of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive	Development Permit ⁴	R	R
Exterior Alteration ¹	Alters exterior walls and maintains architectural character (without removing more than 50% of the exterior wall area, see major remodel)	Zone Clearance	NR	R
	Alters exterior walls and changes architectural character (without removing more than 50% of the exterior wall area, see major remodel)	Administrative Permit	NR	R
Addition ^{1,2}	Expands existing structure up to 500 SF (without removing more than 50% of the exterior wall area, see major remodel)	Zone Clearance	NR	R
	Expands existing structure over 500 and up to 1,000 SF (without removing more than 50% of the exterior wall area, see major remodel)	Administrative Permit	NR	R
	Expands existing structure more than 1,000 SF	Development Permit	NR	R
New Construction ³	Construct new structure	Development Permit ⁴	R	R

Please Note:

1. Minor remodels to non-conforming commercial, multi-family, or other non-residential structures may maintain their non-conforming status provided they do not remove more than 50% of the exterior wall area or supporting members (see major remodel). Any expanded floor area must comply with applicable provisions in the West Hollywood Municipal Code (WHMC).
2. Major remodels shall not maintain their non-conforming status. The entire structure and property shall comply with all applicable provisions in the WHMC.
3. New construction must comply with all current standards in the WHMC.
4. A Demolition Permit must be approved prior to issuance of a Development Permit for new construction and major remodels.



MAJOR REMODEL WARNING

FOR NON-CONFORMING COMMERCIAL, MULTI-FAMILY, & OTHER NON-RESIDENTIAL STRUCTURES

A structure shall lose its non-conforming status if considered to be a **major or “substantial” remodel** (see definition below). **Major remodel projects shall be treated as new construction and must -**

1. Apply for a development permit,
2. Comply with all applicable building and planning standards (such as parking at current rates, density/FAR, setbacks, and height limits) in the West Hollywood Municipal Code (WHMC),
3. Pay the planning fees for a development permit for a new building, and
4. Pay all applicable exaction fees for a new building.

Major remodel: The removal of **50% or more** of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive. (See Section 19.48.020, Development Permits in the WHMC). **Major remodels only pertain to commercial, multi-family, and other non-residential structures.**

If a minor remodel project goes beyond the 50% threshold during demolition/construction, the project will be issued a stop work order until the project can meet all of the requirements for a major remodel. You must inform all parties involved in the building project, including the architect, property owner, tenant, contractor and/or subcontractors of the facts in this notice to ensure that minor remodels are not inadvertently transformed into major remodels when the 50% threshold is exceeded.

Only buildings, which have been damaged by a **calamity**, such as flood, fire, or storm damage, have the possibility of retaining non-conforming rights. Degenerative processes that weaken a building’s structural integrity, such as rot, termite damage, or deficiencies of construction (such as inadequately sized construction members, or inadequate structural connections, or foundations) **do not constitute grounds for an exemption from requirements for major remodels.** These are normal conditions that are often encountered in renovation. **There are no exceptions to these rules.**

I am the applicant or authorized representative for the applicant and I have read and understand the above notice.



.....
APPLICANT / REPRESENTATIVE SIGNATURE

.....
DATE

.....
PERMIT #



REMODEL & ADDITION NOTICE

FOR SINGLE FAMILY DWELLINGS OR DUPLEXES



The table below outlines the permit process for single family dwellings and duplexes. This process differs from the permit process for commercial, multi-family, and non-residential remodel projects.

Project Type	Description	Planning Permit	Certified Survey	Exterior Photos
Ordinary Repairs & Maintenance	Replacement of building elements (e.g. new windows, doors, porch post)	Zone Clearance	Not Required (NR)	NR
Interior Alteration	Changes to interior of structure only, no alterations to exterior walls of structure (e.g. kitchen remodel)	Zone Clearance	NR	NR
Exterior Alteration ¹	Alters exterior walls and maintains building footprint and architectural character	Zone Clearance	Required (R)	R
	Alters exterior walls, maintains building footprint and changes architectural character	Administrative Permit	R	R
Addition ^{1,2}	Expands structure on first story up to 500 SF	Zone Clearance	R	R
	Expands structure on 2nd story (new or existing 2nd story) up to 500 SF	Administrative Permit	R	R
	Expands structure over 500 SF	Development Permit ⁴	R	R
New Construction ³	Construct new structure that does not maintain building footprint.	Development Permit ⁴	R	R

Please Note:

1. Exterior alterations and/or additions up to 500 square feet to non-conforming single family dwellings or duplexes may maintain their non-conforming status provided they maintain the building footprint. Construction is subject to the current standards in the Building Code. Applicants should meet with Building & Safety staff at an early stage to identify any potential reconstruction issues for non-conforming structures (e.g. openings along walls less than three feet from the property line) prior to design.
2. Additions over 500 square feet to non-conforming single family dwellings or duplexes may not maintain their non-conforming status. The entire structure shall comply with all applicable provisions in the WHMC (see exemptions to parking requirements in Section 19.28.040(C) of the Zoning Ordinance).
3. New construction must comply with all current standards in the WHMC.
4. A Demolition Permit must be approved prior to issuance of a Development Permit for new construction.



CERTIFIED SURVEY SHEET

A certified site survey is required for the following types of projects:

- Any **exterior alteration** to a single family dwelling or duplex (excluding ordinary repairs and maintenance such as the replacement of windows, doors, or porches).
- Any **addition** to a single family dwelling or duplex
- A **major** (i.e. substantial) **remodel** to a commercial, multi-family, or other non-residential structure
- New construction**

The certified survey shall be prepared, signed and stamped by a licensed surveyor in the State of California. At a minimum, the survey must show -

1. Property lines: label adjacent streets, alleys, sidewalks, etc that abut the property
2. Building footprint(s) of all structures on the property: label square footage per floor, number of stories, existing land use
3. Building height: label peak of roofline
4. Setbacks: label distance between structures and property lines (front, side, and rear)
5. Easements
6. Landscape and paved areas: label permeable and non-permeable areas
7. Driveways, curb cuts, and parking: label number of spaces and dimensions
8. Fences and walls: label height and width
9. Location and species of existing trees on property: label diameter of tree trunk
10. Topography / contour lines

APPLICABLE DEFINITION

Major remodel: The removal of **50% or more** of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive. (See Section 19.48.020 under Development Permits in the WHMC). **Major remodels only pertain to commercial, multi-family, and other non-residential structures.**

PERMIT #

