



# **CONSTRUCTION MANAGEMENT STANDARDS**

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# City of West Hollywood

## CONSTRUCTION MANAGEMENT STANDARDS OVERVIEW

This document serves to provide an overview of the Construction Management Standards established in West Hollywood Municipal Code (WHMC) Chapter 9.70. If you have any questions about this process, please contact the Code Compliance Division at (323) 848-6375.

### **Pre-Construction Submittal Requirements:**

For construction activities approved on or after **January 2, 2020**, the following documents shall be submitted prior to the issuance of building permits:

1. A construction parking plan showing where the workers will park or the means and methods used to get workers to and from the construction site, subject to the review and approval by the Code Compliance Division.
2. To ensure the smooth flow of traffic and to prevent unreasonable impacts to the community, a haul route plan shall be submitted for review and approval by the Engineering Division prior to the issuance of building permits.
3. A construction schedule showing the approximate dates and duration of the following construction activities:
  - a. Demolition
  - b. Any periods of planned vacancy
  - c. Excavation
  - d. Grading
  - e. Foundation
  - f. Framing
  - g. Mechanical, Electrical, Plumbing (MEPs)
  - h. Finish Work
  - i. Landscaping

### **Permit Requirement:**

All City approvals and permits shall be obtained prior to any construction activity taking place.

1. All building permits shall be kept on-site and posted in a conspicuous location during all phases of demolition and construction.

### **Site Maintenance:**

All construction sites shall be maintained in a manner that is not injurious to the health, safety, or general welfare of the community, including not creating negative aesthetic impacts.

1. All refuse, trash, and debris shall be removed daily.
2. The street, parkways, and sidewalks immediately surrounding the project site shall be maintained free of all trash and debris and swept every day to ensure that no debris from construction enters the storm drain system.
3. Construction materials shall not be stored in a manner that is unsafe, unsightly, or negatively impacts the aesthetic appeal of the community.
4. Any landscaping in the front yard setback and parkway shall be maintained throughout the course of construction.
5. The landscaping in the front yard setback and parkway shall be maintained by an automatic irrigation system.

### **Parking:**

Workers for a construction site shall not park on any street in West Hollywood.

1. Workers shall park in off-street parking locations.

### **Noise/ Community Disturbances:**

All construction work shall be performed in accordance with WHMC Chapter 9.08:

1. Deliveries, loading and unloading of materials or equipment, or the cleaning and emptying of portable toilets shall not take place prior to 8:00 a.m. without first obtaining an extended hours construction permit from the Code Compliance Division.
2. To minimize the disturbance to the surrounding community, the motors and engines for construction related vehicles and equipment shall not be left idling and shall be turned off when not in use.
3. Construction shall be done in a manner that does not result in unnecessary disturbance to the community.
4. No amplified noise will be permitted.



# CONSTRUCTION MANAGEMENT STANDARDS OVERVIEW

## **Encroachments:**

An encroachment permit shall be obtained from the Engineering Services Division if any portion of any street, alley, or public right-of-way is used for any construction related activities.

1. A separate permit is required for each activity or event.
2. Encroachment permits may be issued for the on-street parking spaces on the same side of the street and immediately adjacent to the construction site.
  - a. Encroachment permits may only be used for the temporary parking of the site superintendent or their designee, deliveries, or other temporary purposes approved by the City Engineer.
  - b. The use of any portion of the public right-of-way outside of those areas specifically approved by the City Engineer for parking, deliveries, or other purposes is prohibited.
3. Pedestrian or bicycle mobility shall not be obstructed during construction, remodeling or demolition activities as required by the Building Code and any other applicable law.

## **Traffic Control:**

1. Construction vehicles shall not be staged in West Hollywood without first obtaining the requisite encroachment permit from the City Engineer.
2. Construction vehicles shall not park or stand in a manner that prevents entering or exiting neighboring properties.
3. Appropriate traffic control measures, including but not limited to the use of flag men, shall be used to alleviate traffic congestion caused by material delivery and loading or unloading.

## **Trash, Debris, and Solid Waste:**

1. Trash, waste, and debris shall not be thrown, left, deposited, or stored on surrounding properties.
2. Only approved waste haulers shall be employed, unless otherwise allowed by Article 2 of Title 15 of the West Hollywood Municipal Code.

## **Fences, Gates and Security:**

The property owner and/or the developer shall ensure that the construction site is properly secured throughout the duration of demolition, excavation, and construction phases:

1. Shall maintain secure fencing or barriers around the entirety of the project to prevent unauthorized intrusion into the property.
  - a. A six (6) foot high chain link fence with a mesh screen cover of a neutral color (e.g. green) shall be placed around the entire perimeter of the site where a six (6) foot wall or barrier does not already exist.
    - i. Ripped, damaged, or missing mesh shall be immediately repaired or replaced.
  - b. For commercial construction projects of 10,000 square feet or more and with at least 75 linear feet of one street-facing frontage, the construction fence shall comply with WHMC Section 19.20.240.
2. Unless otherwise approved by the Building Official or City Engineer, the fence shall be placed on or adjacent to the property line on all sides of the property. The side of the chain link fence facing the street shall be setback two (2) feet from any property line with a street frontage.
3. A rolling gate shall be placed as an opening in the fence wherever there is a driveway approach entering the lot. The size of the gate shall not be larger in width than that of the driveway. The rolling gate door shall not be of the swinging type.
4. Any construction fence or barricade surrounding the project shall be maintained in a safe and aesthetically pleasing manner and shall be kept free of posters, graffiti, artwork, or similar decoration unless authorized as Art on Construction Fences.
5. All unauthorized postings/ graffiti shall be immediately removed or painted over.
6. All fences and gates shall remain closed and locked when active construction activities are not taking place.
7. Gates shall not open outward across the public right of way.
8. A current Letter of Agency, authorizing the Los Angeles County Sheriff's Department to act as an agent of the property owner to arrest unauthorized trespasser pursuant to California Penal Code 602, shall be kept on file with the West Hollywood Sheriff's Department during all phases of demolition and construction.



# CONSTRUCTION MANAGEMENT STANDARDS OVERVIEW

## Protection of Surrounding Property:

1. Adjoining public and private property shall be protected from damage or falling objects during construction remodeling and demolition work, and may be required to provide screening at all times as determined by the Director.
2. Construction materials and equipment shall not be placed or stored so as to obstruct access to fire hydrants, standpipes, fire or law enforcement alarm boxes, catch basins or manholes, nor such material or equipment be located with 20 feet of a street intersection, or placed so as to obstruct normal observations of traffic signals.

## Environmental Protection:

All applicable requirements under WHMC Chapter 15.56, including best management practices, shall be followed. The following additional requirements also apply:

1. No materials shall be stored or placed in the direction of or near city storm drains. Storm drains shall be protected with City approved sediment screens and maintained on a regular basis. All catch basin inlets shall be protected with filter fabric with sandbags.
2. All required local, state, and federal permits shall be obtained prior to the start of dewatering and shall be kept current during the entire dewatering process. Any conditions contained within these permits shall be strictly followed.
3. All persons employed at the site shall be educated about the causes of storm water pollution and steps necessary to prevent exposure from this project.
  - a. Educational and training material shall be kept on site throughout the duration of demolition and construction activities.
4. Effective erosion control measures shall be employed throughout the duration of construction to control water runoff and erosion. These measures include, but are not limited to, the use of silt fencing and sand bags around the perimeter of the project, or a washout rack at the entrance of the project for heavy trucks and equipment, or covering exposed piles of soil, debris and construction materials with plastic sheeting in the event of inclement weather.
5. No fueling of vehicles will be allowed at the project site.

## Community Outreach:

1. Property owners, developers, or their representatives shall engage in community outreach during the entirety of the demolition, excavation, and construction phase. Such outreach shall include the dissemination of information regarding the status of the project and the short- and long-term project schedule. This dissemination of information shall take place no less frequently than monthly and may be distributed via mail, posting on neighboring properties, or email or text message. Proof of such outreach shall be provided to the City.
  - a. Separate communication shall take place at least 48 hours prior to any highly impactful events including, but not limited to, power outages, road or sidewalk closures, extended hours work, or particularly noisy events.
  - b. Websites may be used to aid in providing information to the community but shall not be the primary communication method.

## Neighborhood Meeting:

1. No more than two (2) weeks prior to the commencement of demolition or construction activities, property owners, developers, or their representatives shall hold a community meeting to address any questions or concerns the neighbors may have about the day-to-day construction activities and to collect the contact information for anyone that may want to be notified of high impact activities. Proof of such outreach shall be made available to the City upon request.
2. All properties on the block and any within 100 feet of the project shall be provided written notification of the meeting at least one (1) week prior to the meeting taking place.



# CONSTRUCTION MANAGEMENT STANDARDS OVERVIEW

## Construction Signage:

At least one (1) week prior to the start of excavation and/or construction activities, a sign shall be provided on the outside of the fence along all street frontages of the construction site with minimum dimensions of four (4) feet by four (4) feet, with lettering no less than two (2) inches in height on a contrasting background, visible and readable from the public right of way stating the following:

1. Job site address.
2. Name and phone number of project owner or owner's representative.
3. Name and phone number of the general contractor and /or on-site superintendent (both if not the same person).
4. Anticipated start date and duration of the demolition/ construction activities.
5. Construction hours:
  - a. Monday through Friday 8:00 a.m. to 7:00 p.m.
  - b. Saturday interior work only 8:00 a.m. to 7:00 p.m.
  - c. No construction activities on Sundays or holidays (unless a City-approved extended hours construction permit has been issued).
6. No equipment staging or start-up, material deliveries, or personnel arrivals before 8:00 a.m. Monday through Saturday.
7. To report violations to the City of West Hollywood call the Code Compliance Complaint Line at (323) 848-6516.

In addition to the sign requirement in paragraph (7) above, all residential properties within 100 feet of the site shall be individually served written notification of the planned start date of construction activities at least one (1) week prior to the activities commencing. Proof of such notification shall be provided to the City.



# City of West Hollywood CONSTRUCTION MANAGEMENT STANDARDS FORM

On January 2, 2020, West Hollywood Municipal Code (WHMC) Chapter 9.70 became effective and establishes construction standards for all construction sites in the City of West Hollywood. This code codifies the requirements that were found in the Construction Period Mitigation Plans that were previously used.

This document serves as official notification to all building permit applicants of the existence of, and requirements of the Construction Management code (WHMC 9.70).

## Project Information

Project Address

Project Description

Master Building Permit #

Property Owner Name

Property Owner Mailing Address

Property Owner Phone #

Property Owner E-mail Address

General Contractor or On-Site Project Manager Name

General Contractor or On-Site Project Manager Phone #

General Contractor or On-Site Project Manager E-mail Address

I declare under penalty of perjury that the foregoing is true and correct. By signing below, I affirm that I have read and understand the requirements of Chapter 9.70 of the West Hollywood Municipal Code. Additionally, I agree to abide by the Construction Management standards established therein and understand that failure to abide by these standards may result in the property owner, developer, and contractor being held jointly and severally liable for violations of these standards.

\_\_\_\_\_

Property Owner Signature

\_\_\_\_\_

General Contractor or On-Site Project Manager Signature

\_\_\_\_\_

Property Owner Printed Name

\_\_\_\_\_

General Contractor or On-Site Project Manager Printed Name

\_\_\_\_\_

Date Signed

\_\_\_\_\_

Date Signed

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# City of West Hollywood Construction Management Timeline

Per WHMC 9.70 (Construction Management), a construction schedule showing the approximate dates and duration of major phases of construction shall be submitted prior to the issuance of building permits. This requirement is imposed on all major construction sites that are approved to begin construction on or after January 2, 2020.

This document identifies the dates of major milestones of the building construction process and is to be filled out and submitted by the property owner and the project contractor, or licensed professional, to the City of West Hollywood Building and Safety Division.

Project Address

Project Description

Master Building Permit #

Please enter the approximate dates and the total number for each construction phase listed below.

Phase	Planned Start	Planned Completion	Duration (# of Days)
Demolition	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>
Planned Vacancy <sup>1,2</sup>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>
Excavation	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>
Grading	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>
Foundation	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>
Framing	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>
MEPs <sup>3</sup>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>
Finish Work	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>
Landscaping	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>
Street/Parkway Improvements	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>	<input style="width: 100%; height: 27px;" type="text"/>

<sup>1</sup> If the project involves relocating or terminating tenancies in a residential rental property, the owner must first adhere to the requirements set out in the City's Rent Stabilization Ordinance, WHMC section [17.52.010](#) et. seq.

<sup>2</sup> Property may be subject to the Vacant Property Standards found in [WHMC 9.64](#).

<sup>3</sup> Mechanical, Electrical, Plumbing (MEPs)

The construction schedule proposed above is for informational purposes only. The contents of the schedule may be disseminated to staff, residents, or any other stakeholder interested in the expected duration of the identified construction date.



# City of West Hollywood CONSTRUCTION HAUL ROUTE

Per WHMC Chapter 9.70 (Construction Management), a construction haul route showing the routes to be used for the delivery of goods and material during the construction period, shall be submitted prior to the issuance of building permits. This requirement is imposed on all major construction sites that begin construction on or after January 2, 2020.

This document identifies the routes to be taken by delivery vehicles entering and leaving the City of West Hollywood and is to be filled out and submitted by the property owner and the project contractor, or licensed professional, to the West Hollywood Building and Safety Division. The haul route is subject to the review and approval of the Engineering Services Division.

Project Address

Project Description

Master Building Permit #

Please describe the routes by which delivery and construction-related vehicles will drive through the City of West Hollywood on their way to and from the construction site:

I declare under penalty of perjury that the foregoing is true and correct. We, the undersigned, acknowledge and agree to comply with the terms, conditions and requirements included in this Construction Haul Route and the Construction Management Ordinance (WHMC Chapter 9.70). We further agree to be responsible for and bind all subcontractors and agents to this Plan. We understand that the City may impose penalties jointly and severally on the owner, contractor or their agents for failure to comply with the Construction Haul Route for this location, including, but not limited to fines, penalties, stop work notices, and/or revocation of permits or licenses.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
General Contractor or On-Site Project Manager Signature

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
General Contractor or On-Site Project Manager Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



# City of West Hollywood CONSTRUCTION PARKING PLAN

WHMC Chapter 9.70 requires all major construction sites to have an approved Construction Parking Plan on-file with the West Hollywood Building and Safety Division prior to obtaining building permits. Please completely fill out the form below and submit it to the Building and Safety Division. The parking plan is subject to the review and approval of the Code Compliance Division.

Project Address \_\_\_\_\_

Project Description \_\_\_\_\_ Master Building Permit # \_\_\_\_\_

Property Owner	General Contractor/ Project Manager
Property Owner Name	General Contractor/ Project Manager Name
Property Owner Mailing Address	General Contractor/ Project Manager Company Name
Property Owner Phone #	General Contractor/ Project Manager Phone #
Property Owner E-mail Address	General Contractor/ Project Manager E-mail Address

### Construction Vehicle Parking (including workers' personal vehicles)

Maximum number of construction workers on-site at one time: \_\_\_\_\_

Will all construction vehicles (including workers' vehicles) be parked within the job site?  Yes  No

Maximum number of construction vehicles during workday: \_\_\_\_\_

Number of on-site parking spaces available to contractor: \_\_\_\_\_

Identify how many spaces are available for on-site construction parking and their locations (driveway, garage, guest):

Number of off-site parking spaces needed by contractor: \_\_\_\_\_

Identify all off-site parking locations where the contractor has secured parking for workers. Include the number of spaces at each location. Identify how workers will get to and from the job site:



# City of West Hollywood CONSTRUCTION PARKING PLAN

## Construction Loading and Delivery

Will all construction deliveries or loading be done within the jobsite?

Yes  No

Will there be any sidewalk or street lane closures required for deliveries or loading?\*

Yes  No

\*If yes, then an Encroachment Permit may be required per [WHMC Chapter 11.18](#)

Describe where loading and deliveries will be conducted from:

## Construction Parking Standards:

1. Workers for a construction site shall not park on any street in West Hollywood.
  - a. Workers shall park in off-street parking locations.
2. An encroachment permit may only be used for the temporary parking of the site superintendent or their designee, deliveries, or other temporary purposes approved by the City Engineer.
3. Construction vehicles shall not park or stand in a manner that prevents entering or exiting neighboring properties.
4. Appropriate traffic control measures approved by the City Engineer, including but not limited to the use of flag men, shall be used to alleviate traffic congestion caused by material delivery and loading or unloading.
5. The use of any portion of the public right-of-way outside of those areas specifically approved by the City Engineer for parking, deliveries, or other purposes is prohibited.

## Acknowledgement

I declare under penalty of perjury that the foregoing is true and correct. We, the undersigned, acknowledge and agree to comply with the terms, conditions and requirements included in this Construction Parking Plan and the Construction Management Ordinance (WHMC Chapter 9.70). We further agree to be responsible for and bind all subcontractors and agents to this Plan. We understand that the City may impose penalties jointly and severally on the owner, contractor or their agents for failure to comply with the Construction Parking Plan for this location, including, but not limited to fines, penalties, stop work notices, and/or revocation of permits or licenses.

<p>_____</p> <p style="text-align: center;">Property Owner Signature</p>	<p>_____</p> <p style="text-align: center;">General Contractor or On-Site Project Manager Signature</p>
<p>_____</p> <p style="text-align: center;">Property Owner Printed Name</p>	<p>_____</p> <p style="text-align: center;">General Contractor or On-Site Project Manager Printed Name</p>
<p>_____</p> <p style="text-align: center;">Date Signed</p>	<p>_____</p> <p style="text-align: center;">Date Signed</p>