



PROPOSED MANDATORY SEISMIC RETROFIT OF WOOD-FRAME SOFT-STORY BUILDINGS *FREQUENTLY ASKED QUESTIONS*

1. What is the Mandatory Seismic Retrofit Program?

The City's ordinance requires the retrofit of all multi-family wood-frame buildings that contain a soft-story condition within the compliance timeline. The Program addresses approximately 300 vulnerable buildings and the safety of their occupants. It seeks to strengthen those buildings as they are susceptible to strong damage in an earthquake because of a weakness found in the buildings' lower story.

2. What is a wood-frame soft-story building?

A structure that has a weaker first floor and is unable to carry the weight of the stories above during an earthquake. These buildings typically have large openings such as garages, tuck-under parking or even large windows on the first floor and habitable units above.

3. What is retrofit?

Retrofit is an improvement to your building by altering or adding any structural elements to ensure the safety and resilience of your building and Beverly Hills' housing stock.

4. What are the benefits of performing a seismic upgrade?

Performing a seismic upgrade of a soft story building will reduce the risk of collapse during an earthquake. This will prevent more people and businesses from being displaced.

5. How was the list of affected properties created?

The list was created from a field visual survey and permits records research performed to identify potentially vulnerable wood-frame soft-story buildings in multi-family residential zones of City of Beverly Hills.

6. What is the scope of this Program?

This program applies to all existing multi-family buildings of wood-frame construction, or wood-frame portions thereof, where:

1. A permit for Construction of a new building was applied for before January 1, 1978, or if no permit can be located, the structure is determined by the City Building Official to have been built under building code standards enacted prior to January 1, 1978, and
2. The ground floor or basement portion of the structure contains parking or other similar open floor space that causes Soft, Weak, or Open-Front Wall lines and there exists one or more stories above.

7. When will I receive my Order to Comply?

Each property owner of these buildings will be sent an Order to Comply. These orders will be sent accordingly based on the following priority:

Priority	Description
Priority I.	Buildings with 3 or more stories
Priority II.	Buildings with 2 stories, with 6 or more units
Priority III.	Buildings not falling within the definition of Priority I or II.

The start date for sending out the Order to Comply will be established at a later time.

8. What are the time limits to comply?

If the screening form concludes the structure is within the scope of this Article, the structure shall be strengthened to comply with the standards of this Article within the time periods shown in Table below:

Required Action by Owner	Submit Screening Form	Submit Retrofit Plans	Obtain Building Permit	Commence Construction	Complete Construction
Retrofit	6 Months from date the notice is served to the owner	1 Year from date the notice is served to the owner	2 years from date the notice is served to the owner	2.5 years from date the notice is served to the owner	3 years from date the notice is served to the owner

9. What do I need to do first?

The property owner must hire an engineer or architect licensed in the state of California to complete and submit a Screening Form (form will be provided by City), and evaluate the strength of the building.

10. What do I do next?

Provide proof of previous retrofit, or submit plans (prepared by an engineer or architect licensed in the state of California) to retrofit to the City. Plans and calculations will be reviewed by City staff for compliance with the retrofit ordinance. City staff is available to provide guidance for all necessary steps to obtain the retrofit permit.

11. What should I submit to City for plan review and obtain a permit?

The plans (Architectural and Structural plans), structural calculation and specifications shall be of sufficient clarity to indicate the nature, design methodology, and extent of the proposed work and to show in detail that it will conform to the provisions of the retrofit ordinance and other applicable sections of the Building Code.

As part of the submittal package to the City, property owners will be required to submit the “*Construction Means and Method Plan for Tenant Protection During Construction*” form. The Means and Method Plan will be evaluated for approval and is intended to identify all possible impacts and mitigation efforts during construction. This will minimize impacts on habitability as required by Beverly Hills Municipal Code section 9-1-108 L.

12. What do I do after a permit is issued?

Begin construction and request inspections.

To schedule an inspection please call 310-285-2534 or use the link below to get more information on inspections and construction hours:

<http://www.beverlyhills.org/business/developmentconstruction/buildinginspection/?NFR=1>

13. How do I find an Engineer?

Please visit the State of California’s Board for Professional Engineers, Land Surveyors, and Geologists and/or Structural Engineers Association of Southern California (SEAOSC) websites for information regarding licensed engineers (please use links below):

- a. <http://bpelsg.ca.gov>
- b. <https://seaosc.org/Member-Services-Search>

14. How do I find an Architect?

Please visit the California Architects Board for information regarding licensed architects:
<http://cab.ca.gov>

15. How do I find a Contractor?

Please visit the Contractors State License Board for information regarding hiring a contractor and to verify if a contractor is licensed and insured: <http://cslb.ca.gov>.

16. How do I obtain information regarding retrofit cost pass-throughs to tenants?

All questions regarding pass-throughs of the seismic retrofit costs between property owners and their tenants should be directed to the Rent Stabilization Program at 310-285-1031.

Contact Information:

City of Beverly Hills
Community Development Department
Development Services Program
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Beverly Hills, CA 90210

For more information please contact:
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Or visit: www.beverlyhills.org/seismicretrofit