What We Do: Inspections

The Development Services Program is responsible for inspection services related to construction and development projects in the City. Building inspections are required for any project that requires a permit. Inspections are an important part of the construction process as they are a step that ensures that the work is done properly and that specific building standards are met for your safety, as well as that of future property owners and occupants.

Certified Building Inspectors inspect all construction in the City for conformance with the approved plans as well as City and State Building and Safety Codes. In some cities, a different inspector is required for each trade; the Beverly Hills’ Building Inspection Team is unique in that each one of its nine members is fully certified and therefore can inspect all aspects of the construction work including building, mechanical, electrical and plumbing. Fire Sprinkler inspections, and Final Fire Alarm inspections are conducted by Beverly Hills Fire Inspectors. The inspection job card and the approved building plans must be on site and available to the inspector for each inspection. If the work is not in compliance with the codes, or the approved plans, the inspector will issue a Correction Notice that will itemize the corrective actions required for compliance. Otherwise, the inspector will sign the job card, approving a specific scope, and the work may proceed.

All major projects in the City of Beverly Hills are required to have a pre-construction meeting with the City Building Official’s designees prior to commencement of work. The Building Inspections Team is a major part of this process. It provides the contractor with information for scheduling inspections, construction working hours, construction parking, and the City’s requirements needed to prevent project delays.

Depending on the nature and extent of the construction work, the inspection team monitors the project periodically throughout the process. Inspectors are not on construction sites every day, but instead inspect the site at key phases in the construction including:

- **Foundation:** This inspection is made after excavations for footings are complete and the required reinforcing steel is in place.
- **Concrete Slab or Under-floor Inspection:** This inspection is made after all the in-slab, or under-floor building systems are in place, inspected and approved by the inspector, including plumbing, mechanical, and electrical. This is done before any concrete is placed, or the under-floor insulation and sheathing is installed.
- **Under Floor Insulation:** This inspection is made after all required under-floor insulation is in place, but before the subfloor is installed. Afterward, a floor nailing inspection is required before any wall construction may begin.
- **Roof Nailing:** This inspection is done before any roof covering materials are installed. All vents and chimneys should be complete, and a building height survey should be ready for the inspector when required.

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What We Do: Inspections (continued...)

Exterior Wall Framing: This inspection is required before weatherproofing the building. All windows and door frames should be installed, and a structural observation reviewing any exterior shear wall framing should be ready for the inspector.

Framing Inspection: This inspection is made after the roof sheathing, rough electrical, rough plumbing, rough mechanical and rough fire sprinklers have been approved. All framing, fire blocking, wall bracing, shear walls, and structural observations are to be complete before this inspection is requested.

Insulation Inspection: This inspection is made after all required insulation and caulking is completed, and before any of the walls or ceilings are covered.

Lath and Drywall Inspection: These inspections are to be made after all exterior lathing, and drywall are in place, but before any plaster is applied, or before the gypsum wallboard joints and fasteners are taped and finished. It is important to note that for new construction and when required by the City of Beverly Hills, a certification by an approved 3rd party weatherproofing consultant must be submitted to the inspector of record.

Final Inspections: To be made after the work for the building is completed. All trade, and fire sprinkler finals must be obtained before calling for the building final.

Other Inspections: In addition to the above inspection, additional inspections may be required depending on the nature and extent of work being done.

To schedule an inspection, you may call (310) 285-2534 and schedule “24-hour next day” inspections. Afterhours or special inspection services are also available with special authorization. You may also schedule an inspection up to 10 days in advance by visiting: http://apps.beverlyhills.org/obc/jsp/online/index.jsp

Mark Odell, Urban Designer for the City of Beverly Hills Community Development Department, is an architectural consultant, historic preservationist and urbanist. In his role as Urban Designer, Mark serves as the staff liaison to the Design Review, Architectural Review, and Cultural Heritage Commissions. He works closely with community members and developers to ensure that new projects and remodels in the City maintain a high standard of design. Previously Mark was the Senior Urban Planner for the Design and Historic Preservation Section of the Planning and Community Development Department for the City of Pasadena. Mark was also an architectural consultant for public buildings and infrastructure for F.E.M.A. and had previously owned his own architectural consulting firm for many years before entering the public sector. Mark holds a bachelor’s degree from U.C.L.A. and a Master’s degree from the Southern California Institute of Architecture (SCI-ARC). He has been an adjunct professor of architecture for various institutions of higher learning and is an associate member of the American Institute of Architects and a LEED Accredited Professional.
Bevery Hills Bike Share Program

Sign up for the Beverly Hills Bike Share program and contribute to improved air quality by reducing vehicle travel on our local streets! The program provides residents and employees an easy and convenient way to rent bikes in the city. Riders can pick up a bike in one part of Beverly Hills and return it at any Beverly Hills Bike Share station in Beverly Hills or West Hollywood for free, or at any public bike rack within the system area for a $2 fee. You can receive a $1 credit if you return a bike to a station hub. The system consists of 50 smart bikes with onboard GPS technology and 100 docking racks. Bike share stations can be found at the following locations:

1. City Hall (South Santa Monica Boulevard / North Crescent Drive)
2. North Camden Drive / South Santa Monica Boulevard
3. South Beverly Drive / Gregory Way
4. Third Street / North Maple Drive
5. Civic Center Drive / Burton Way
6. Wilshire Boulevard / North Beverly Drive
7. South Santa Monica Boulevard / Wilshire Boulevard
8. La Cienega Tennis Center (325 La Cienega Boulevard)
9. Wilshire Boulevard / Doheny Drive
10. South La Peer Drive / Olympic Boulevard

The current Beverly Hills Bike Share payment plans are as follows:

- **Pay-As-You-Go:** $7/hour; prorated to the minute.

- **Monthly:** $25/month; includes 90 minutes daily ride time; 12¢ per minute after the daily 90-minute period is exceeded. Daily unused minutes do not carryover or accumulate.

- **Annual:** $99/year; includes 90 minutes daily ride time; 12¢ per minute after the daily 90-minute period is exceeded. Daily unused minutes do not carryover or accumulate.

- **Student:** $7/month; includes 90 minutes daily ride time; 12¢ per minute after the daily 90-minute period is exceeded. Daily unused minutes do not carryover or accumulate. A valid “.edu” email address is required to be eligible for this plan.

For a limited time, all Beverly Hills Bike Share members can pick up a FREE helmet (based on availability) at Beverly Hills City Hall on weekdays (except holidays) from 8 a.m. to 5 p.m. and the Beverly Hills Visitors Center on weekends from 10 a.m. to 5 p.m.

Visit [www.BeverlyHillsBikeShare.com](http://www.BeverlyHillsBikeShare.com) for more information or send an e-mail to [transportation@beverlyhills.org](mailto:transportation@beverlyhills.org) for questions, comments and suggestions.
In accordance with the California Public Records Act ("Act"), Government Code Section 6250 et. seq., the City of Beverly Hills provides access to public records, except those exempt from disclosure by law. Pursuant to the Act, the City has ten (10) days from receipt of the request to determine whether the request, in whole or in part, seeks copies of disclosable public records in the City's possession and to notify the requestor of that determination. In unusual circumstances, the 10-day time limit may be extended by up to 14 days by written notice to the requestor, setting forth the reason for the time extension as required by the Act. If the City determines there are disclosable public records, the records will be made available as promptly as is reasonably practicable. A request for a copy of an identifiable public record must be accompanied by payment of fees to cover the direct costs of duplication before copies are released. Fees will be charged in accordance with the City's Schedule of Fees.

The Community Development Department provides access to, and copies of, the following building records for residential and commercial properties:

**RESIDENTIAL AND COMMERCIAL PROPERTIES:**

- Building Permits (1918 to Present)
- Electrical, Mechanical, Plumbing Permits (1987 to Present)
- Building Plans (1955 to Present)
- Certificates of Occupancy (Late 1950s to Present)
- Geological/Soils Reports (1950s to Present)
- Code Violations

To submit a Public Records Request to the Community Development Department, please follow the following steps:

**PUBLIC RECORDS REQUEST**

1. Fill out the Public Records Request Form - Community Development (the form is available online at [http://www.beverlyhills.org/citygovernment/departments/communitydevelopment/recordsmanagement/](http://www.beverlyhills.org/citygovernment/departments/communitydevelopment/recordsmanagement/)); copies are also available at the City Hall - Permit Center.

2. Scan and email the completed records request form to buildingandsafetyinfo@beverlyhills.org

Plan Duplication Request: Per the California Health and Safety Code Section 19851, copies of plans cannot be duplicated without written permission from both the property owner and the licensed professional who signed the plans. The department utilizes an appointment-based records review system to better serve your request. All review of records are by appointment only. Plans may be reviewed; however, no photography, re-drawing or other duplication is allowed. If copies are needed, see staff for the required duplication forms. To schedule an appointment to view records, submit a Records Request form and contact the Records Division at (310) 285-1141.

Prior to submitting a request for duplication of building plans, first verify the Community Development Department has them, if the building plans exists; please follow and complete the Procedures for Requesting Copies of Building Plans.

To request copies of other records not listed above, you must submit a Public Records Request form through the City Clerk’s Office, located on the 2nd floor at City Hall. You can also contact their office directly at (310) 285-2400.
Planning to do work at your house or business? Do you know the City’s construction working hours? Do you need to schedule an inspection? Our customers and community are our main priority; we want you to have the most current and accurate information so you know where to call and so we can help you coordinate your project. Below please find General Construction information including our business hours, construction working hours and phone numbers to contact us for services:

**Construction Working Hours:**
- **Monday – Friday,** 8:00 a.m. – 6:00 p.m.
  - No Construction activity allowed on Weekends and Holidays.

**Construction Holidays:**
- New Year’s Day
- Labor Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day

**Work After Hours:**
- Require an After Hour Permit

**City Hall Hours:**
- **Monday - Thursday,** 7:30 a.m. – 5:30 p.m.
- **Friday,** 8:00 a.m. – 5:00 p.m.

**Inspector Office Hours:**
- **Monday - Thursday,** 7:30 a.m. – 8:00 a.m.
- 4:00 p.m. – 5:00 p.m.

**Plan & Permit Counter Walk-in Hours**
- **Monday - Thursday,** 8:00 a.m. – 10:00 a.m.
  - All other times require an appointment

**Schedule Inspections:**
- **Development Services**
  - **By Phone** - (310) 285-2534
  - **Online** - apps.beverlyhills.org/obc
  - **Public Works** - (310) 285-2518

**Fire Department**
- Fire Inspections can only be made through Fire Department.
  - Sheldon Zell - (310) 281-2718
  - Eddie Gamboa - (310) 281-2717

**Code Enforcement**
- **Report a violation** - (310) 285-1119

**Electronic Construction Field Reports:**
1. Submit Construction documents electronically with following information:
   - Project Address
   - Permit Number
   - Deputy Reports
   - Structural Observation (etc.)
2. Send files via email to fieldreports@beverlyhills.org

**Construction Documentation:**
- Following documents must be maintained on the construction site at all times:
  - Approved Plans
  - Issued Permits
  - Title 24 reports
  - Other approved construction documents

**Construction Activities:**
- Cannot block streets, alleys or sidewalks.
- Public Right-of-Way Use and Street Use permits are required.

**Construction Parking:**
- Must conform to approved construction parking plan.

**Construction Bins:**
- **Recology Dumpsters** - (310) 288-2806
In its rich history, the City of Beverly Hills has seen the construction of many architecturally significant buildings throughout its residential and commercial areas. When considering the possibility of altering or demolishing one of those buildings, it is important to determine whether the building retains any historic features before developing comprehensive architectural plans. The best place to begin searching for this information is to look through building permit records and historic surveys. The Community Development Department also has a dedicated team to help you through that process and to discuss development options.

So, what should you do first?

**Step 1: Check the Records**

A good place to start researching a property is by using the City’s online record system, which provides most of the building permits associated with a property. Visit www.gis.beverlyhills.org and type a property address into the search box. Once the correct property is highlighted on the map, click on "More Info…” for details, then click on "Permits" and a list of associated building permits will be available for you to view. The oldest permits (e.g. for the original construction of the home) will appear at the bottom of the screen under “Archive Documents” and are usually classified as “BLDG” (building) under permit type.

The most important information on a building permit will be the year it was built and whether the individual or firm listed as the architect, owner or contractor is identified as a local master architect (the list is available at www.beverlyhills.org/masterarchitect). Reviewing subsequent permits can also help determine how much a structure has changed over time.

If the on-line record system doesn’t have the records you are looking for, you can submit a Records Request Form with the CDD’s Records Division. You can refer to the article on Page 4 to find out more information on that process.

**Step 2: Historic Surveys**

The City has conducted various historic surveys to identify properties that may have historic significance. The first survey, conducted in 1985-1986, includes the City’s primary commercial areas and many single-family residential properties. Updates to the historic survey were conducted in 2004 and 2006 to re-evaluate the identified properties and to include certain multi-family residential buildings. All three surveys are available online at www.beverlyhills.org/historicpreservation.

**Step 3: Historic Assessment Reports**

Should a more in-depth review of a property be needed, a historic assessment report can provide a wealth of information on the property’s history and whether a structure retains historic significance. These reports typically include the history of the property, a description of character-defining features, a discussion of local/state/federal eligibility requirements, a project description, and an analysis to determine if the proposed project for the site complies with the Secretary of the Interior’s Standards for Rehabilitation. An owner may wish to have such a report commissioned by a qualified architectural historian. Historic assessment reports submitted to the City are peer-reviewed by City staff and/or the City’s historic consultant. The findings of this type of more thorough evaluation can help determine whether a property is ultimately considered a resource or not.

**Call the City**

The CDD’s Urban Design Team oversees the Historic Preservation Program and has planners on staff who can help you determine if your property, or a property you are interested in, is considered historically significant. They can also explain the benefits of listing an eligible property as a local historic landmark.

Reina Kapadia, AICP, Associate Planner
310-285-1129
rkapadia@beverlyhills.org

Mark Odell, Urban Designer
310-285-1116
modell@beverlyhills.org
Local Landmarks

Formally designating a place as a historic landmark helps to honor, protect and preserve the most significant sites in Beverly Hills. Below is a list of local landmarks:

1. Beverly Hills Hotel
   9641 Sunset Boulevard

2. Virginia Robinson Estate & Garden
   1008 Elder Way

3. Beverly Hills Women’s Club
   1700 Chevy Chase Drive

4. Greystone Mansion
   905 Loma Vista Drive

5. Beverly Hills Women’s Club
   1700 Chevy Chase Drive

6. Anderton Court
   332 N. Rodeo Drive

7. Karasik House
   Spalding Drive

8. The Witch’s House
   Walden Drive

9. Waverly Mansion
   Sunset Boulevard

10. Hilton Office Building
   9990 Santa Monica Boulevard

11. Locke House
    N. Rodeo Drive

12. Beverly Hills City Hall
    450 N. Crescent Drive

13. Fox Wilshire-Saban Theatre
    8440 Wilshire Boulevard

14. Anthony-Kerry House
    N. Bedford Drive

15. Millard Sheets Artwork Installation
    450 N. Rexford Drive

16. McGilvray House
    Alpine Drive

17. Harry Cohn Estate
    N. Crescent Drive

18. Beverly Wilshire Hotel
    9528 Wilshire Boulevard

19. Slavin House
    N. Sierra Drive

20. Beverly Gardens Park
    Santa Monica Boulevard & Wilshire Boulevard

21. Beverly Hills Water Treatment No. 1
    325-333 S. La Cienega Boulevard

22. The Helms Estate
    Copley Place

23. Beverly Gardens Apartments
    W. Olympic Boulevard

24. Writers and Artists Building
    9507 Santa Monica Boulevard

25. Joe E. Brown Residence
    Walden Drive

26. Ahmanson Bank & Trust Building – 9145 Wilshire Boulevard

27. Will Rogers Memorial Park
    9650 Sunset Boulevard

28. Kronish Residence
    Sunset Boulevard

29. Celluloid Monument
    Olympic Boulevard/Beverly Drive/Beverwil Drive

30. Gibraltar Square-Kate Mantalini Building – 9101-9111 Wilshire Boulevard

31. Clock Drive-In Market
    8423 Wilshire Boulevard

32. Rosenstiel Residence
    Coldwater Canyon Drive

33. Salkin Apartment Building No. 2
    S. Rexford Drive

34. Samuel Goldwyn Estate
    Laurel Lane

35. Fine Arts-Ahrya Theatre
    8554 Wilshire Boulevard

36. Vance Residence
    Hillcrest Road
**STANDING MEETING SCHEDULE**

**Architectural Commission**
- Meets the 3rd Wednesday of each month at 1:30 PM

**Cultural Heritage Commission**
- Meets 2nd Wednesday of each quarter at 1:30 PM

**Design Review Commission**
- Meets 1st Thursday of each month at 1:30 PM

**Planning Commission**
- Meets the 2nd and 4th Thursday of each month at 1:30 PM

**Traffic and Parking Commission**
- Meets the 1st Thursday of each month at 9:00 AM
- *These dates are subject to change.*

Please check the City Calendar at [www.beverlyhills.org/exploring/calendar/](http://www.beverlyhills.org/exploring/calendar/)

Visit the Commission page for agendas and more info at [www.beverlyhills.org/commissions/](http://www.beverlyhills.org/commissions/)

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**City Hall Hours:**
- Monday–Thursday 7:30 AM–5:30 PM
- Friday 8:00 AM–5:00 PM

**Community Development Walk-ins:**
- Monday–Thursday 8:00 AM–10:00 AM
- Call ahead 310-285-1141

**Schedule an Appointment:**
- [http://www.beverlyhills.org/appointments](http://www.beverlyhills.org/appointments)

**Construction Hours:**
- Monday–Friday 8:00 AM–6:00 PM
- *Except during city holidays*

**Community Development Department**
- 455 N. Rexford Drive
- Beverly Hills, CA 90210
- (310) 285-1141
- [www.beverlyhills.org](http://www.beverlyhills.org)

**Email:**
- buildingandsafetyinfo@beverlyhills.org
- transportation@beverlyhills.org

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**KEY DATES:**