This document is intended to better prepare customers who come in for counter services as a walk-in, or with an appointment. Plan Checks and Permits processed by the Community Development Department include, but are not limited to the items listed in this guide.

**WALK-IN SERVICES**  
MONDAY THROUGH THURSDAY 8AM-10AM

<table>
<thead>
<tr>
<th>PLAN REVIEW</th>
<th><a href="http://www.beverlyhills.org/planreview">www.beverlyhills.org/planreview</a></th>
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</thead>
<tbody>
<tr>
<td>**Building &amp; Safety (BS)</td>
<td>Private Property Review**</td>
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</tbody>
</table>
| • Artificial Turf | • Interior Minor Remodel (SFR buildings with no structural work) | • Small Cell Site Consultation  
(This scope of work requires Electronic Plan Check) |
| • Asbestos Abatement | • Kitchen and Bathroom Remodels |  |
| • Business ID Signage | • New Pool/Spa on Level Pad (not on structural piles nor foundation system) |  |
| • Chimney Repair | • Plumbing Repair Maintenance |  |
| • Electrical Panel Upgrade (less than 400 amp) | • Pre-Application Consultation (discuss valuation, submittal requirements, required documents, etc. for larger projects [plan review will be conducted electronically after the initial consultation]) |  |
| • Electrical Repair/Maintenance | • Curb and Gutter |  |
| • EV Charging Station (multiple charging stations requires Electronic Plan Review) | • Driveway Approach & Apron |  |
| • Foundation Bolting | • Excavation Permits |  |
| • HVAC Change Out (Mechanical) | • After-Hours  
(new application & renewals) |  |
| | • Bonds  
(requires Inspector &/or Engineer approval) |  |
| | • Contractor parking renewals |  |
| | • Earthquake Shut Off Valve |  |
| | • Garage Sale |  |
| | • Public Right of Way Applications  
in the curb lane [work encroaching into travel lanes requires electronic traffic plan review]] |  |
| | • Smoke Detectors |  |
| | • Special Inspections Requests  
(requires Building Inspector approval) |  |

**Public Works Review**

Public Works (PW) walk-in services will be held on Tuesdays & Thursdays from 8AM-10AM  
(Public Works Counter will run alongside the regular building plan review counter)

| • Curb and Gutter | • Minor Public Right of Way | • Small Cell Site Consultation  
(This scope of work requires Electronic Plan Check) |
| • Driveway Approach & Apron | • Minor Traffic Control Plan Review |  |
| • Excavation Permits | • Sewer Lateral |  |

**Transportation Review**

Transportation walk-in services will be held on Tuesdays & Thursdays from 9AM-10AM

• Minor & Large Scale Traffic Control Plan Review

**PERMITTING**  
[www.beverlyhills.org/permitcenter](http://www.beverlyhills.org/permitcenter)

| • After-Hours  
(new application & renewals) |  |
| • Bonds  
(requires Inspector &/or Engineer approval) |  |
| • Contractor parking renewals |  |
| • Earthquake Shut Off Valve |  |
| • Garage Sale |  |
| • Public Right of Way Applications  
in the curb lane [work encroaching into travel lanes requires electronic traffic plan review]] |  |
| • Smoke Detectors |  |
| • Special Inspections Requests  
(requires Building Inspector approval) |  |

**REQUIRED DOCUMENTS**  
[www.beverlyhills.org/forms](http://www.beverlyhills.org/forms)

<table>
<thead>
<tr>
<th>Building &amp; Safety</th>
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</table>
| 1. Plan Review and Permit Application | 7. Associated Documentation  
(if applicable) |
| 2. Three (3) sets of plans | 8. Structural Calculations |
| 3. Contractor Authorization Letter (if applicable)  
• Printed on company letterhead & signed by the license holder | 9. Asbestos Report/Survey, clearance asbestos report |
| 4. Means and Method Plan (if applicable)  
• Verify requirements with the Rent Stabilization Office (bhrent@beverlyhills.org or 310-285-1031) | 10. Roofing ICC Report |
| 5. HOA Authorization Letter (if applicable)  
• Printed on HOA letterhead & signed by the president | 11. Title 24 Documentation  
(energy calculations) |

**Public Works Review**  
[www.beverlyhills.org/row](http://www.beverlyhills.org/row)

| • Completed Application | 3. Two (2) sets of Traffic Control Plans (if applicable) |
• Printed on HOA letterhead & signed by the president |
## Building & Safety

1. Plan Review and Permit Application
2. Three (3) sets of plans
3. Contractor Authorization Letter (if applicable)  
   - Printed on HOA letterhead & signed by the president
4. HOA Authorization Letter (if applicable)  
   - Printed on HOA letterhead & signed by the president
5. Means and Method Plan (if applicable)  
   - Verify requirements with the Rent Stabilization Office (bhrent@beverlyhills.org or 310-285-1031)

## PERMITTING

- All projects listed under the “Permitting Walk-In” category are eligible for a Permitting Appointment
- Change of contractor, engineer, architect, or owner
- New SFR processing, or payments for large projects (requires a 1 hour appointment)
- RTIs - Ready to issue or OTC approved permits
- Temporary Power Pole (for demolition and new SFR projects)

### APPLICATION INSTRUCTIONS

- Applicants must complete the Online Plan Review and Permit Application (OPA | www.beverlyhills.org/opa) to initiate the plan review and permitting process. (Refer to the types of projects listed under Electronic Plan Check).
- City Staff will process your application, apply necessary fees, and then send a link to upload your electronic plan files.

### ELECTRONIC PLAN REVIEW

#### PLAN REVIEW | www.beverlyhills.org/eplan

**Small Projects:** 3 Weeks  
(re-submittals: 2 Weeks)
- Commercial store front minor alterations - Commercial minor T.I.
- Fire Sprinkler & Fire Alarm
- Mandatory soft-story retrofit of MFR buildings
- Medical gas
- MEP (Mechanical, Electrical, Plumbing) that require plan check
- New pool/spa on structural piles and foundation system
- Public Works Traffic Control Plans
- Residential concept review (zoning and building)
- Solar PV Systems
- Water Efficient Landscaping

**Intermediate Projects:** 5 Weeks  
(re-submittals 3 Weeks)
- Commercial T.I. (Office, retail, restaurant...)
- Medical office & surgery center T.I.
- MFR buildings renovation, change in number of units, etc.
- New residential accessory structures
- New SFR buildings on level pad
- Residential accessory structures remodel and/or addition on level pad
- SFR buildings remodel and/or addition on level pad

**Expedited Plan Check:** 3 Weeks  
(re-submittals 2 Weeks)
- Commercial T.I.
- Medical office & surgery center T.I.
- MFR buildings renovation, change in number of units, etc.
- New residential accessory structures
- New SFR buildings on level pad
- Residential accessory structures remodel and/or addition on level pad
- SFR buildings remodel and/or addition on level pad

**Complex & Large Projects:** 7 Weeks  
(re-submittals 3 Weeks)
- Addition and remodel of SFR buildings in Hillside area
- Addition and/or major renovation of existing commercial buildings
- Hotels, motels, theaters
- New commercial & MFR structures
- New mixed-use development
- New SFR buildings in Hillside area

**Expedited Plan Check:** 4 Weeks  
(re-submittals 3 Weeks)
- Addition and remodel of SFR buildings in Hillside area
- Addition and/or major renovation of existing commercial buildings
- Hotels, motels, theaters
- New commercial & MFR structures
- New mixed-use development
- New SFR buildings in Hillside area

### REQUIRED DOCUMENTS | www.beverlyhills.org/forms

- Plan Review and Permit Application
- Three (3) sets of plans
- Contractor Authorization Letter (if applicable)
  - Printed on HOA letterhead & signed by the president
- HOA Authorization Letter (if applicable)
  - Printed on HOA letterhead & signed by the president
- Means and Method Plan (if applicable)
  - Verify requirements with the Rent Stabilization Office (bhrent@beverlyhills.org or 310-285-1031)
- Property Owner Authorization Letter (if applicable)  
  - Needed for projects that require Architectural & Design Review
- Associated Documentation (if applicable)
- Structural Calculations
- Asbestos Report/Survey, Clearance Asbestos Report
- Roofing ICC Report
- Title 24 Documentation (energy calculations)
- Sound Transmission Class (STC) Rating

**Counter Appointments are Available:** Monday - Thursday (Afternoons) & Friday (All Day)

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COMMUNITY DEVELOPMENT DEPARTMENT | 455 NORTH REXFORD DRIVE, BEVERLY HILLS, CA 90210 | TEL. (310) 285-1141 | CDPERMITS@BEVERLYHILLS.ORG