



Permit Center Plan Review & Permitting Guide

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

PLAN REVIEW | www.beverlyhills.org/planreview



Building & Safety (BS) | Private Property Review

- Artificial Turf
- Asbestos Abatement
- Business ID Signage
- Chimney Repair
- Electrical Panel Upgrade (less than 400 amp)
- Electrical Repair/Maintenance
- EV Charging Station (multiple charging stations requires Electronic Plan Review)
- Foundation Bolting
- HVAC Change Out (Mechanical)
- Interior Minor Remodel (SFR buildings with no structural work)
- Kitchen and Bathroom Remodels
- New Pool/Spa on Level Pad (not on structural piles nor foundation system)
- Plumbing Repair Maintenance
- Pre-Application Consultation (discuss valuation, submittal requirements, required documents, etc. for larger projects [plan review will be conducted electronically after the initial consultation])
- Pool Re-Plaster
- Pool Re-Tile
- Residential Temporary Tents
- Roofing
- Sandblasting
- Site Work (FYP, Fence/Wall, Fire Pit, BBQ Area, Water Features, etc.)
- Solar PV System (Less than 10kw)
- Window Change Out (No change in size, non-structural)

Public Works Review | www.beverlyhills.org/row

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

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



Transportation Review | www.beverlyhills.org/TCP | transportation@beverlyhills.org

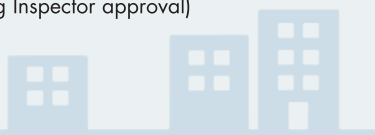
Transportation walk-in services will be held on Tuesdays & Thursdays from 9AM-10AM

- Minor & Large Scale Traffic Control Plan Review

PERMITTING

| www.beverlyhills.org/permitcenter

- 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

Building & Safety

1. Plan Review and Permit Application
2. Three (3) sets of plans
3. Contractor Authorization Letter (if applicable)
 - Printed on company letterhead & signed by the license holder
4. Means and Method Plan (if applicable)
 - Verify requirements with the Rent Stabilization Office (bhrent@beverlyhills.org or 310-285-1031)
5. HOA Authorization Letter (if applicable)
 - Printed on HOA letterhead & signed by the president
6. Property Owner Authorization Letter (if applicable): Needed for projects that require Architectural & Design Review
7. Associated Documentation (if applicable)
8. Structural Calculations
9. Asbestos Report/Survey, clearance asbestos report
10. Roofing ICC Report
11. Title 24 Documentation (energy calculations)
12. Sound Transmission Class (STC) Rating

Public Works Review | www.beverlyhills.org/row

1. Completed Application
2. Certificate of Insurance
3. Two (2) sets of Traffic Control Plans (if applicable)
4. Contractor Authorization Letter (if applicable)
 - Printed on HOA letterhead & signed by the president



APPOINTMENT SERVICES

COUNTER APPOINTMENTS ARE AVAILABLE: MONDAY - THURSDAY (AFTERNOONS) & FRIDAY (ALL DAY).

PLAN REVIEW | www.beverlyhills.org/planreview

- All projects listed under the “Private Property Review Walk-In Services” category are eligible for a Plan Check Appointment
- Interior (non-structural) Minor Improvement (Commercial)
- Interior (non-structural) remodels (Residential)
- Barricades
- Code Enforcement violations (unpermitted construction)
- Pre-Application Consultation (Discuss valuation, submittal requirements, required documents, etc. for larger projects [plan review will be conducted electronically after the initial consultation])
- Residential Temporary Tents (Applicants must contact the Fire Department for approval after obtaining CDD approval)
- Temporary Stage/Truss

PERMITTING

| www.beverlyhills.org/permitcenter

- 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)

REQUIRED DOCUMENTS | www.beverlyhills.org/forms

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)
6. Property Owner Authorization Letter (if applicable)
 - Needed for projects that require Architectural & Design Review
7. Associated Documentation (if applicable)
8. Structural Calculations
9. Asbestos Report/Survey, Clearance Asbestos Report
10. Roofing ICC Report
11. Title 24 Documentation (energy calculations)
12. Sound Transmission Class (STC) Rating



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)

Expedited Plan Check: 3 Weeks

(re-submittals 2 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

Complex & Large Projects: 7 Weeks (re-submittals 3 Weeks)

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

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.