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 or 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

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 (rent@beverlyhills.org or 310-285-1031)
5. HOA Authorization Letter (if applicable)
   - Printed on HOA letterhead & signed by the president
7. Associated Documentation (if applicable)
8. Structural Calculations
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 (presnt@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
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**
- 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**
- 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**
- 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: 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

**Expeditied Plan Check: 4 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

**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.

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