# 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

**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
- 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**

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)

## 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

### Public Works 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

### WALK-IN SERVICES

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
**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
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 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

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)
- 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.