



## SCREENING FORM

### **For existing wood-frame multi-family buildings with soft, weak, or open front walls**

The Screening Form is the first milestone set forth in Ordinance 18-O-2767 and Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal Code for the retrofit of existing wood-frame multi-family buildings with soft, weak, or open front walls.

The Screening Report is intended to provide additional information to determine if a building is in the scope of the ordinance and a retrofit is required or if the building is exempt from further evaluation.

The building information provided in the screening form will be reviewed by the City of Beverly Hills to determine whether the seismic retrofit is required, in accordance with Ordinance 18-O-2767 and Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal code.

### **Instructions**

The Screening Form has two parts, Part A and Part B.

- Part A of the Screening Form must be completed by a Professional Civil or Structural Engineer or Architect licensed by the State of California and submitted to the City for review and approval within six months of the date of the Notice to Comply. After review of the submitted Screening Form and supporting documentation, if it is determined that the building is already in compliance with the mandatory requirements of Ordinance No. 18-O-2767; the building will be deemed in compliance and removed from the active list and no further retrofit will be required.
- Part B of the Screening Form must be completed and signed by the Property Owner acknowledging the building at the site address is within the scope of the mandatory ordinance and is required to be retrofitted. Part B of the Screening Form must also be submitted to the City within six months of the date of the Notice to Comply.
- Please note that each buildings on a parcel requires an individual Screening Form to be submitted to the City within the Compliance timeframe set on the Notice to Comply.

Additional information about the Seismic Retrofit Program can be found at:

<http://www.beverlyhills.org/softstory>



# BEVERLY HILLS

455 North Rexford Drive, Beverly Hills, CA 90210

**Community Development Department**

Tel. 310.285.1113

Email: retrofit@beverlyhills.org

## SCREENING FORM – PART A

For existing wood-frame multi-family buildings with soft, weak, or open front walls.

### Section 1: Building & Owner Information

#### Building Information:

Building Address:			
Parcel Number:		Year Built:	
Living Units:		No. of Stories above Grade:	
Basement:	Full <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/>		

#### Owner Information:

Name:			
Mailing Address:			
City, State:		Zip Code:	
Phone:		Email:	



**SCREENING FORM – PART A**

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**Section 2: Scope of Determination & Building Type**

- |   | <u>Yes</u>               | <u>No</u>                |
|---|--------------------------|--------------------------|
| 1. Was the permit for construction applied for before January 1, 1978?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the first story of the building Type V (wood-frame) construction?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the building have an open wall line(s) or open ground floor parking on the first floor similar to the configuration(s) exhibited on Page 9? | <input type="checkbox"/> | <input type="checkbox"/> |

If Yes, which configurations apply?      **Type:** A  B  C  D  E   
(Check All that Apply)

**If any of the questions 1 through 3 above are No:** The building may be exempt from compliance with Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal code.

**If ALL three of the questions 1 through 3 are marked Yes:** The building is subject to compliance with Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal code. Complete Section 3 and 5.

**Previous Retrofit:** Has the building been retrofitted previously?      Yes  No

If yes, complete section 4 also.



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### Section 3: Plan/Elevations Sketches & Photographs

In order to determine the status of the building and its compliance with Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal code, the following documents shall be submitted as attachments and reviewed by the Community Development Department.

- 1) Provide a dimensional and scaled floor plan<sup>1</sup> of the ground floor.  
The plan shall include the following:
  - a. A dotted outline of the floor above the ground floor
    - i. include the locations and dimensions of balconies, cantilevers, and setbacks
  - b. Provide labels identifying areas of different use or occupancy
  - c. Indicate north with an arrow and show street names lining the property
- 2) Provide elevations<sup>1</sup> of the perimeter walls indicating size of openings and total length of wall (openings shall include windows, doors, etc.)
  - a. Indicate wall material (e.g. wood frame, steel frame, concrete, block or brick)
- 3) Provide photos<sup>2</sup> of all perimeter walls
  - a. Label each elevation depicted in the photo (e.g. north, south, east, west)
  - b. Please provide a date the photo was taken
- 4) Identify Scope of Retrofit
  - a. Clearly identify on the drawings which wall lines are to be retrofitted.

Upon review of the documents listed above, the Community Development Department may require additional information.

Note: <sup>1</sup>Documents to be in 8 ½ x11 or 11x17 format only.

<sup>2</sup>For elevations visible from the street using Google Street View, snapshots will be accepted as long as the entire wall face is visible and not blocked by any obstructions.



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### Section 4: Previous Retrofit

Has a previous seismic retrofit been completed? Yes  No

Does the previous completed seismic retrofit meet or exceed the requirements of Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal code? Yes  No

If yes, please provide the permit number: \_\_\_\_\_ Date of Retrofit: \_\_\_\_\_

Please attach supporting documentation to include drawings and supporting calculations for review by the Community Development Department.

List Attachments Below:



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### Section 5: Building Determination, Design Professional Statement, Owner Acknowledgment

#### Building Status of Compliance with Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal Code

**(Please check 1 box only):**

Non- Exempt – Building is to be retrofitted in accordance with Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal code.

Exempt – Building is not subject to compliance with the ordinance due to the information provided in Sections 2 or all soft, weak, open wall lines have been previous retrofitted in compliance with Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal code as indicated in Section 4.

#### Design Professional

Under penalty of Perjury, I certify that the information provided in this screening form is based on my personal review of the building and its records, or review by others acting under my direct supervision, and is correct to the best of my knowledge.

\_\_\_\_\_  
Date Stamped and Signed

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Design Professional Telephone

\_\_\_\_\_  
Design Professional Email

(Sign and Stamp)

#### 5.2 Owner Acknowledgment

I have reviewed this form with the Design professional and understand the conclusions of this screening report.

\_\_\_\_\_  
Signature

June 24, 2019

\_\_\_\_\_  
Date



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### FOR COMMUNITY DEVELOPMENT DEPARTMENT & DEVELOPMENT SERVICES DIVISION USE ONLY

Based on the design professional's statements, the Screening Form appears to be complete and is acceptable to the City of Beverly Hills as presented by the design professional.

The following sections of the Form are incomplete (see below):

- Section 1: Building & Owner Information
- Section 2: Scope of Determination & Building Type
- Section 3: Plan / Elevation Sketches & Photographs
- Section 4: Previous Retrofit
- Section 5: Professional Statement and Owner Acknowledgment

List additional information that is needed:

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Community Development Department Reviewer: \_\_\_\_\_  
Signature Date



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## SCREENING FORM – PART B

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**Must be completed and signed by the Property Owner.**

### **Building Determination: Property Owner Acknowledgment**

### **Building Status of Compliance with Title 9, Chapter 5, Article 4 of the Beverly Hills Municipal Code**

**Please check the box, and complete the following information:**

As the Property Owner of: \_\_\_\_\_,

I acknowledge that the building is within the scope of the mandatory ordinance No. 18-O-2767 and must be retrofitted in accordance with Title 9, Chapter 5, and Article 4 of the Beverly Hills Municipal code.

\_\_\_\_\_  
Print Name (Property Owner/Trust/LLC/Corporation)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## SCREENING FORM

### Soft, Weak, or Open-Front Building Configurations:

