



COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive
Beverly Hills, CA 90210
Tel. (310) 285-1141
cdpermits@beverlyhills.org

**Multi-Family Residential Property Address/Unit
Information Sheet**

Note: The following information must be submitted along with a Plot Plan, Floor Plan, and Building Directory.

Date: _____ Page: _____ of _____

Applicant Name: _____ Phone No. _____

Property Address: _____ APN: _____

Main Building Address: _____

Total Floors Above Ground: _____ Total Floors Below Ground: _____ Total Floors of Parking _____

Total Number of Occupants/Tenants: _____ Total Number of Floors: _____

Occupant/Unit Address: _____ Floor #: _____ Unit #: _____

Occupant/Unit Address: _____ Floor #: _____ Unit #: _____

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Occupant/Unit Address: _____ Floor #: _____ Unit #: _____

Occupant/Unit Address: _____ Floor #: _____ Unit #: _____

Occupant/Unit Address: _____ Floor #: _____ Unit #: _____

Occupant/Unit Address: _____ Floor #: _____ Unit #: _____

Occupant/Unit Address: _____ Floor #: _____ Unit #: _____

For additional occupant/unit addresses, please attach an additional application sheet.

For Office Use Only

Approved By: _____

Approval Date: _____



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Multi-Family Residential Property Address/Unit Information Sheet

REQUIREMENTS

- 1) Detail on the attached graph sheet all structures located on the property e.g. building structures, detached garage, accessory buildings (storage building, laundry, cabana, etc.), and pool.
- 2) Detail all building addresses on attached "Property Address/Unit Information Sheet" e.g. main building, units, etc.
- 3) Provide a plot plan on the attached graph sheet detailing all structures located on the property.
- 4) Multi-family buildings - Provide a floor plan (each floor) on the attached graph sheet detailing all units, etc.
- 5) Multi-family buildings – Detail all building unit addresses on the attached "Property Address/Unit Information Sheet."
- 6) Multi-family buildings – Provide a photocopy of the building directory when possible, detailing all building unit addresses.

DEFINITIONS

Property Address: The property address is the address number associated with the land where the building structure is located.

Main Building Address: The main building address number if different from the property address number that identifies the building structure.

Occupant/Unit Address: This address number identifies the specific occupant/unit space(s) within the main building structure.

Building Plot Plan: A building plot plan generally details the number and location of the building(s) on a particular property, including its relationship to the street(s), alley, and any other pertinent information.

Building Floor Plan: The building floor plan details the general arrangement of all Occupant/Unit addresses within the main building.

Directory: The directory is a listing of all Occupant/Unit addresses located in the main building structure.

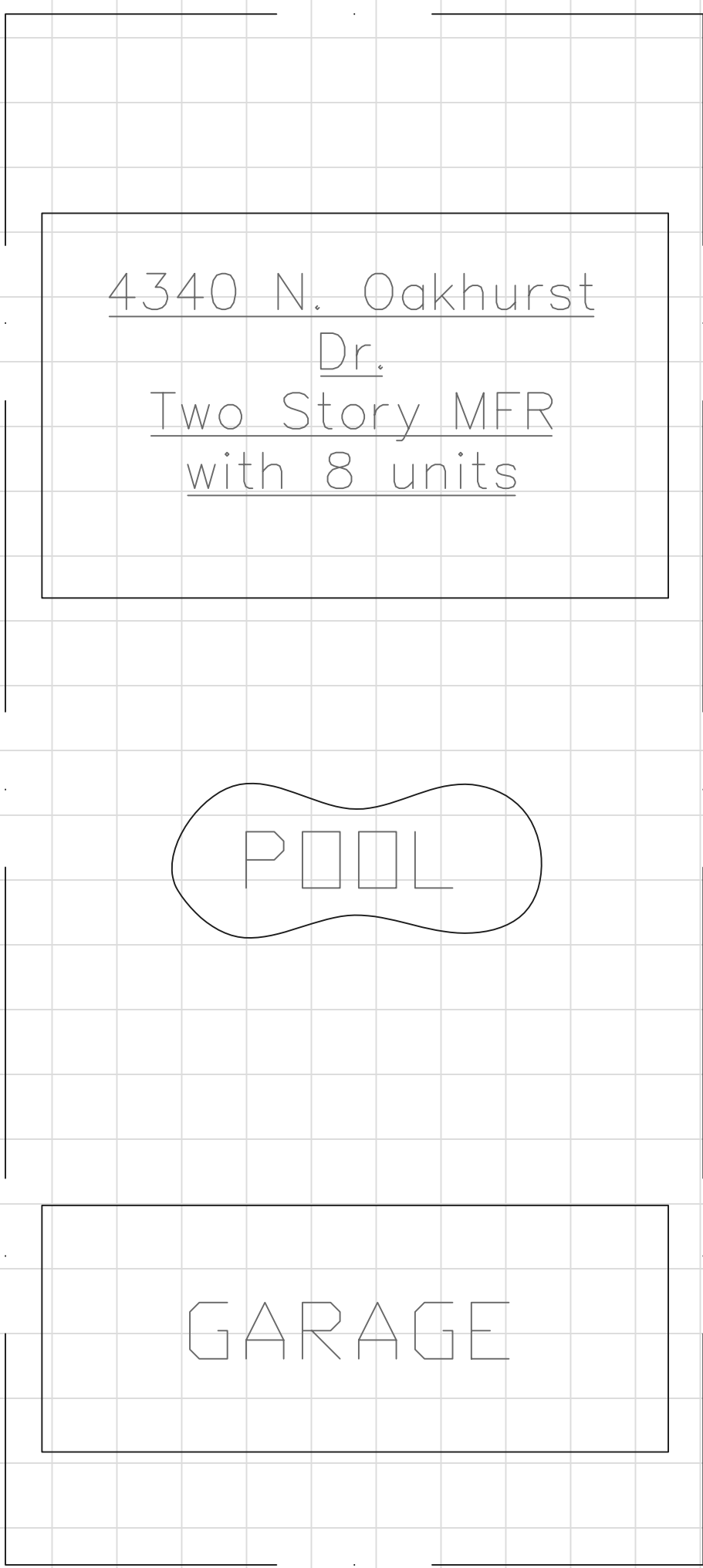
PROPERTY ADDRESS: _____

PLOT PLAN

sample

1

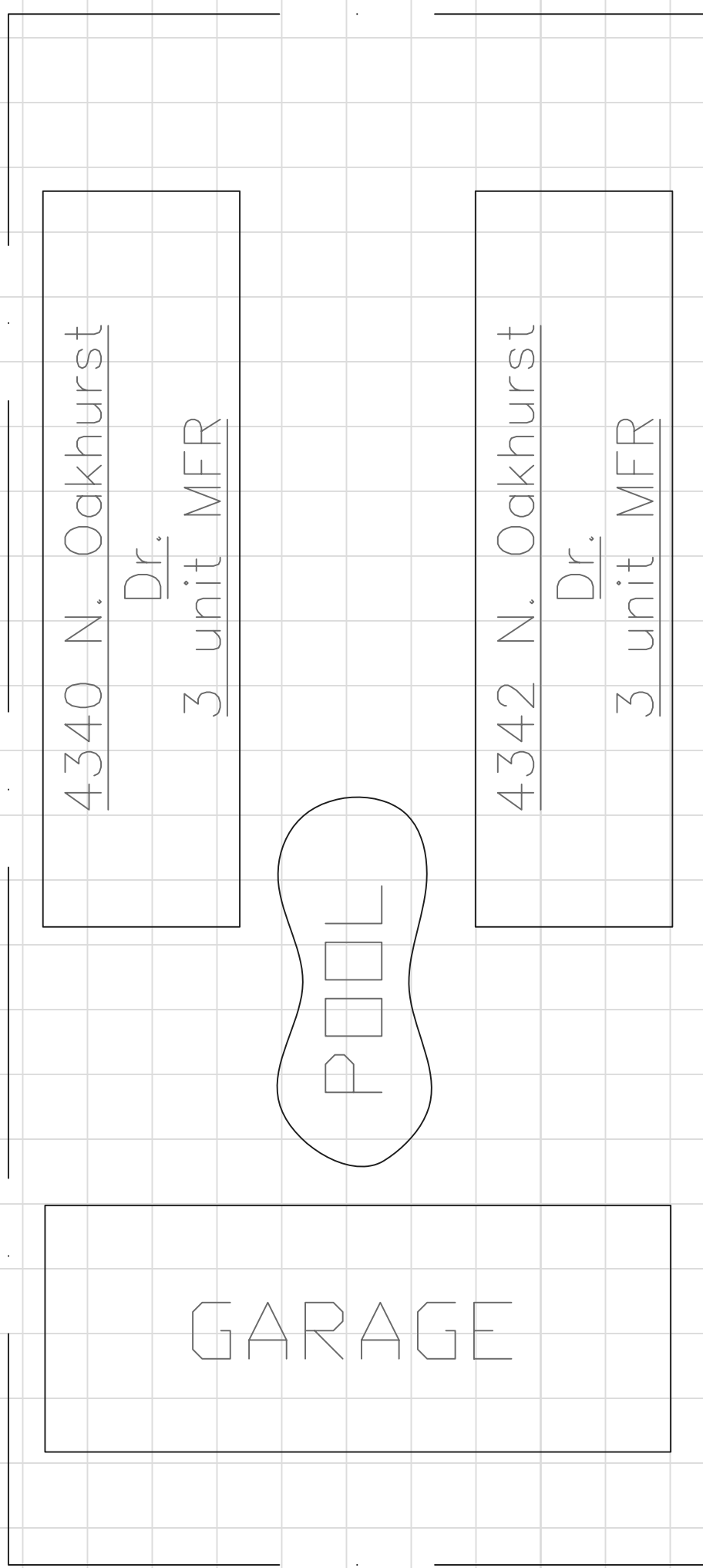
STREET NAME: Oakhurst Dr.



sample

2

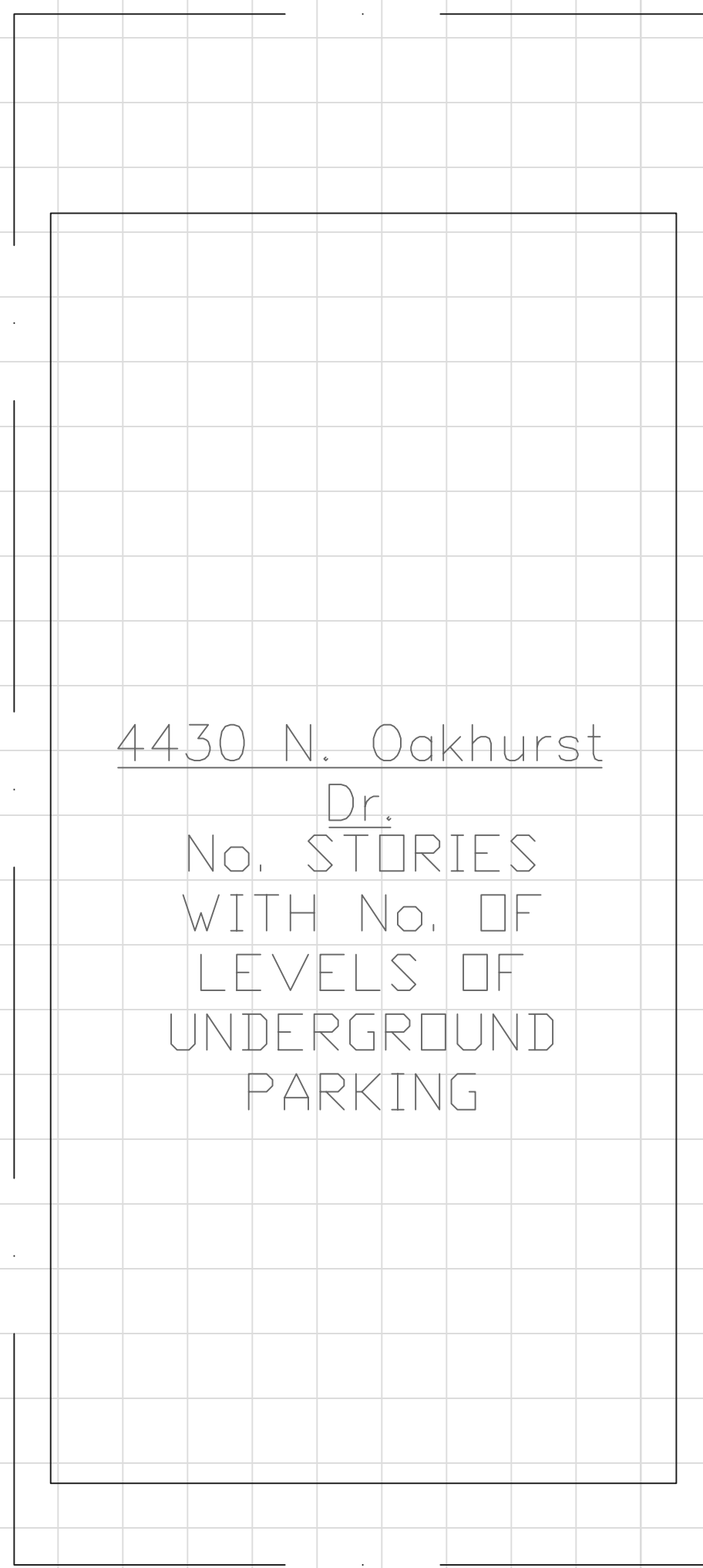
STREET NAME: Oakhurst Dr.



sample

3

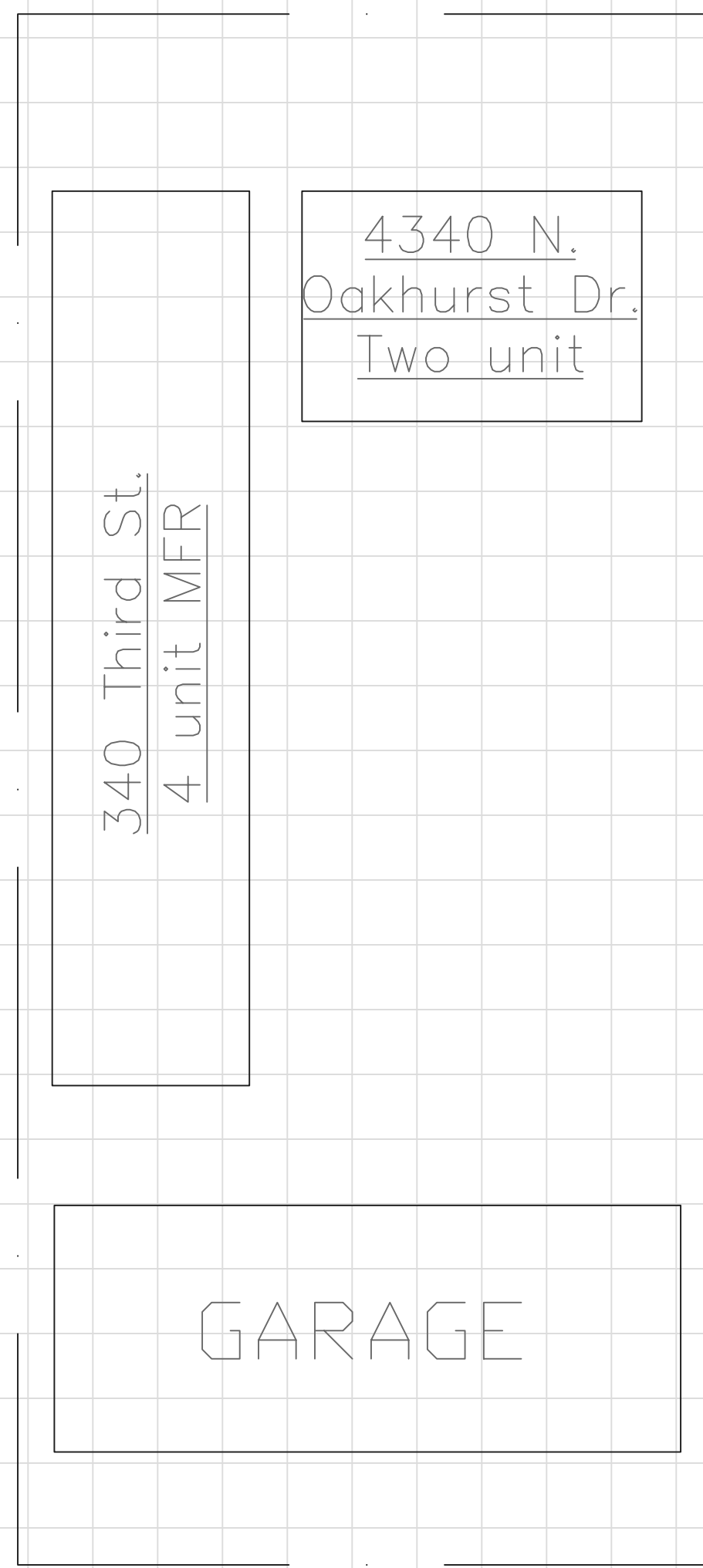
STREET NAME: Oakhurst Dr.



sample

4

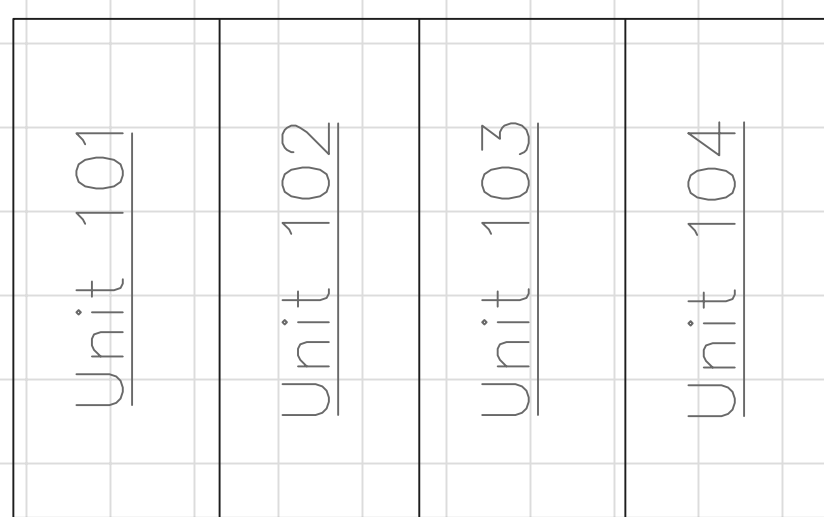
STREET NAME: Oakhurst Dr.



FLOOR PLAN

sample

1



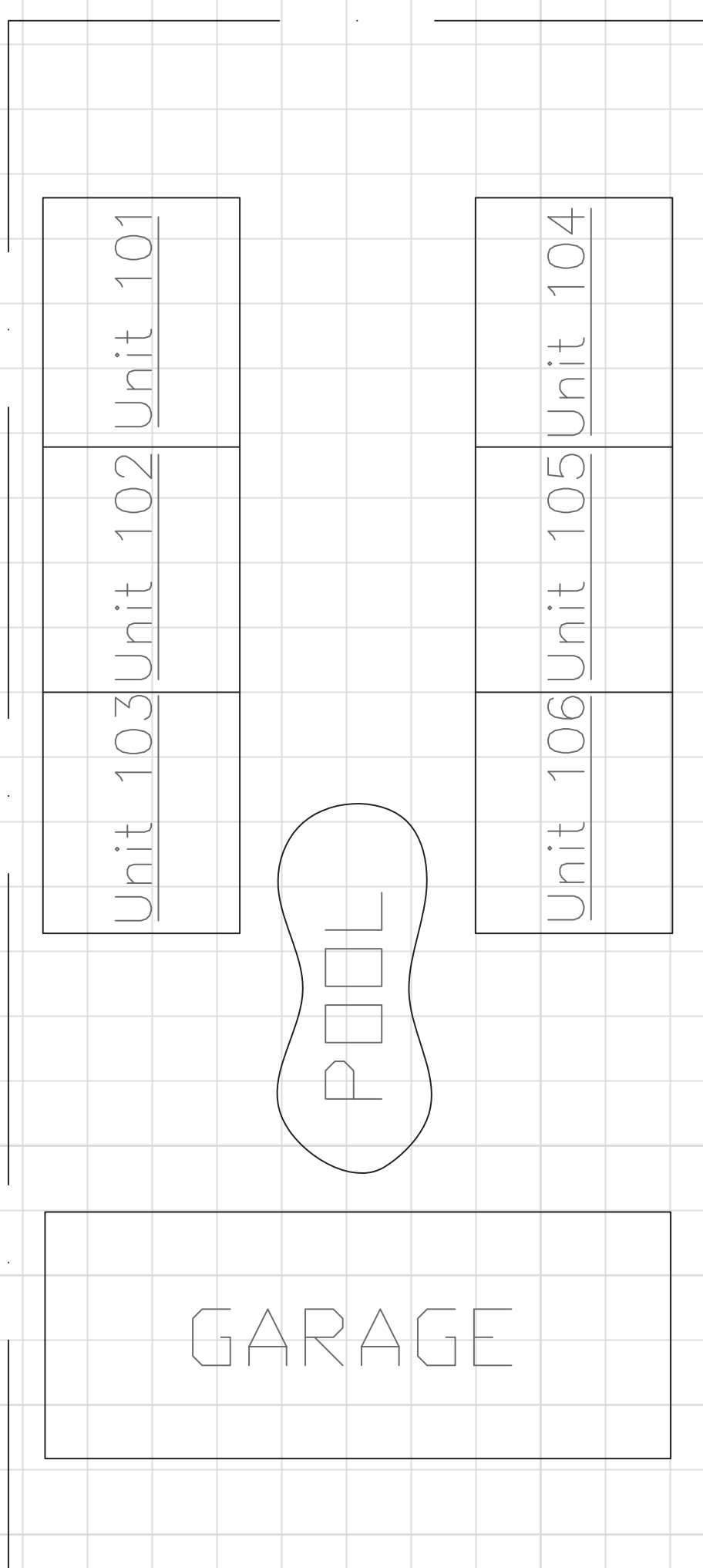
First Floor Plan



Second Floor Plan

sample

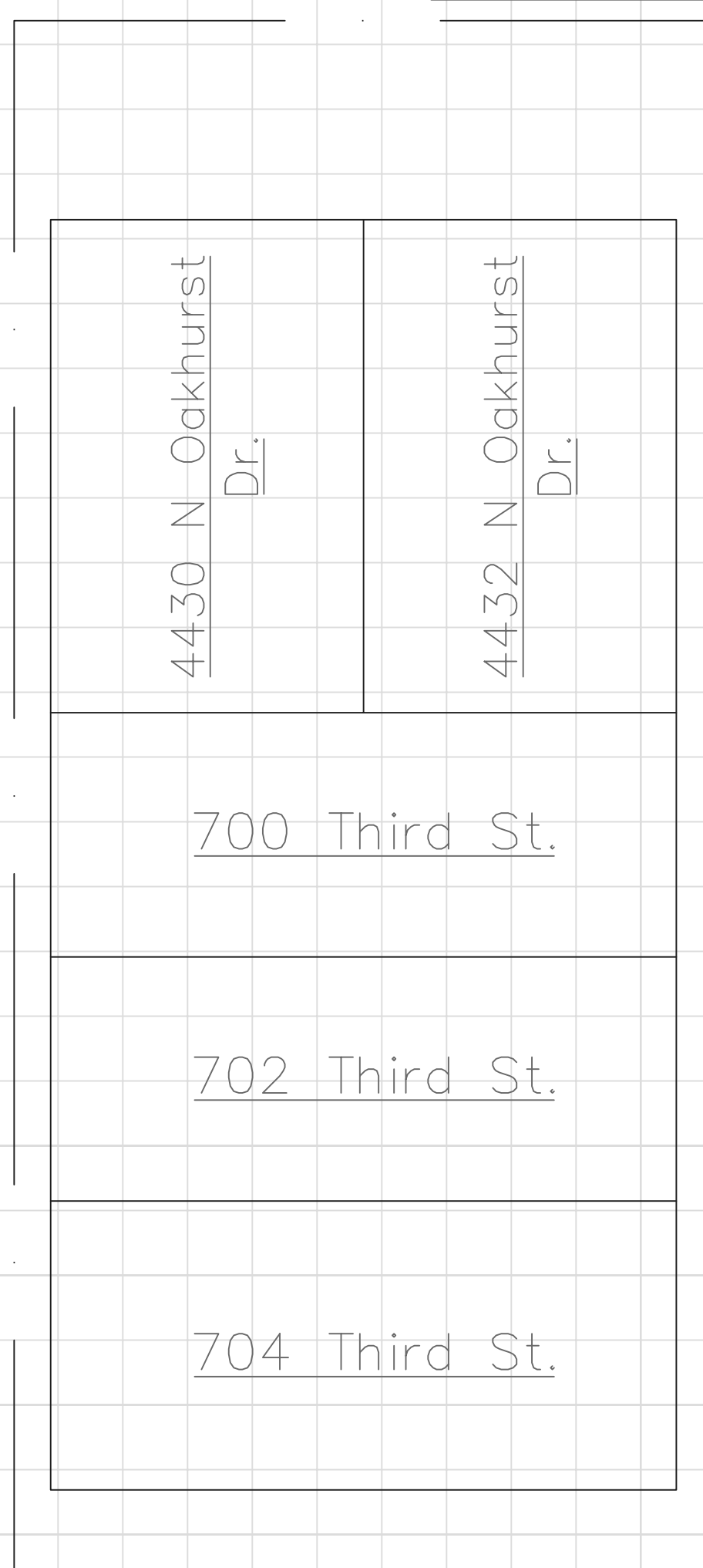
2



sample

3

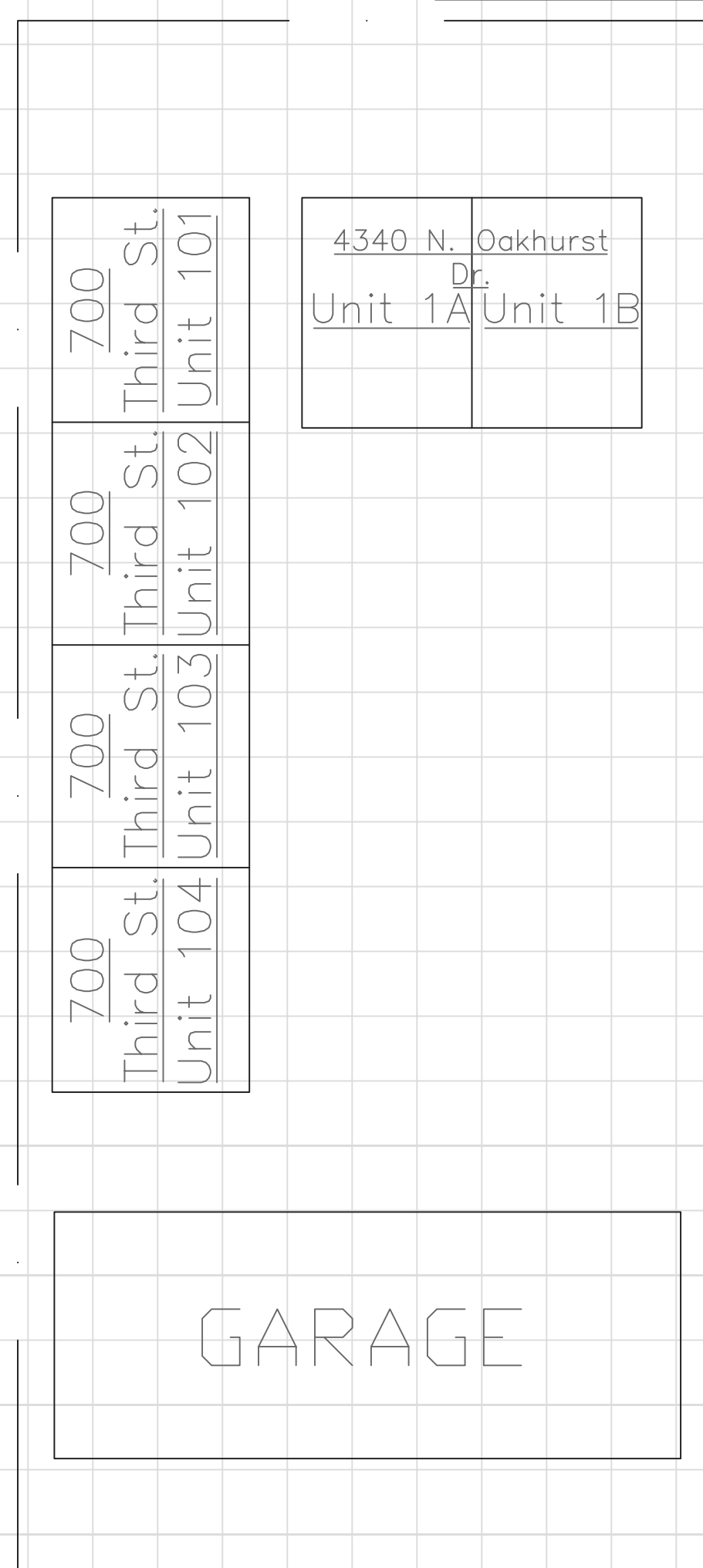
STREET NAME: Oakhurst Dr.



sample

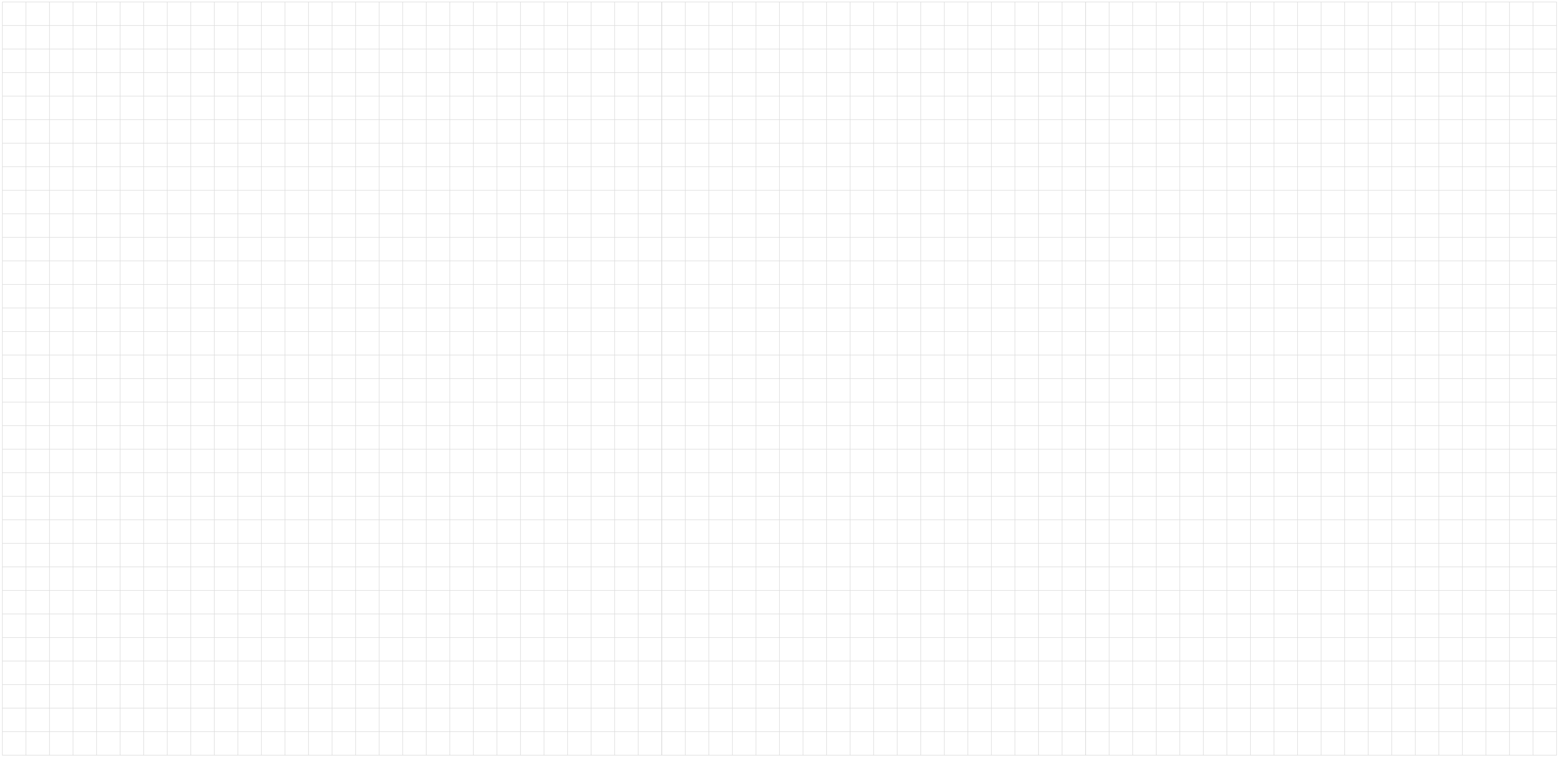
4

STREET NAME: Oakhurst Dr.



PROPERTY ADDRESS: _____

PLOT PLAN



FLOOR PLAN

