



# Conversion of General Office to Medical Office Permit Process

## PROJECTS WITH NO TENANT IMPROVEMENT



- 1 Submit the permit application (**online** or PDF via email at [CDPermits@beverlyhills.org](mailto:CDPermits@beverlyhills.org)) and provide an exact description of work and valuation amount (conversion of existing space into general medical office and \$0 valuation).
  - Building and Electrical permits are required, select both on the application.
- 2 Submit existing floor plan to Development Services at [CDPermits@beverlyhills.org](mailto:CDPermits@beverlyhills.org) and indicate the following:
  - Indicate suite numbers.
  - Specify the exam rooms.
  - If there is an existing vertical accessible path of travel (elevator) to the subject space, then a floor plan showing the existing elevator and accessible path of travel must be provided for review and documentation. If there is NO vertical accessible path of travel (elevator) to the subject space, **"Request for Modification and Hardship Exemption"** form shall be completed and submitted with the existing floor plan for review and documentation.
  - Verify and include following notes on plans:
 

No compressed gases such as oxygen, nitrogen, carbon dioxide or similar compressed gases will be used, stored or handled without a separate approval from the Fire Department.	Proposed medical conversion is only for converting the space into general medical office (Not OSHPD facility, ambulatory care facility, medical care facility, surgical center or any other similar use) with no tenant improvement (\$0 construction) and the space will be maintained and used as business group "B" occupancy classification per California Building Code.
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### NEXT STEPS AFTER SUBMITTAL

Below is the process for the City to review and approve conversion requests:

1. After application submittal, staff will review the application for completeness and add the applicable fees.
2. If additional documentation is required, staff will communicate with customer to inform of the additional information needed.
3. Once the application is complete and the appropriate fees are applied, customer will be notified that application submittal is complete and that fees can be paid.
4. The permits will be issued once fees are paid.
5. Customer then will need to schedule required inspections.
6. A Building Inspector will conduct the onsite inspection to verify conversion including required electrical outlets grounding.
7. After obtaining a final inspection on the project the process will be completed.

## PROJECTS WITH TENANT IMPROVEMENT (T.I.)

- 1 Submit the permit application (**online** or PDF via email at [CDPermits@beverlyhills.org](mailto:CDPermits@beverlyhills.org)).
  - The application needs to include exact description of T.I. work and corresponding project valuation. The proposed conversion and T.I. will be reviewed as a regular T.I. project.
  - Building, Electrical, Mechanical, Plumbing, and other permits as required per project.
- 2 Project plans must be submitted via Electronic Plan Review - [www.beverlyhills.org/eplan](http://www.beverlyhills.org/eplan)
  - No new medical uses may be located on the ground floor of a building.
  - No specialty clinics are permitted. However, ambulatory surgical care uses are allowed within one operating room that has a maximum ten percent (10%) of the total floor area of the overall medical suite floor area but shall not preclude an operating room of up to two hundred fifty (250) square feet.
- 3 If the scope of work includes the relocation of existing medical space within a registered medical building, please contact Planning staff at: [CDPlanning@beverlyhills.org](mailto:CDPlanning@beverlyhills.org).

### NEXT STEPS AFTER SUBMITTAL

1. After application submittal, staff will also verify that the application is complete and apply applicable fees.
2. Customer will receive a notification to pay the applicable fees and instructions to upload the project plans via the Electronic Plan Review: [www.beverlyhills.org/eplan](http://www.beverlyhills.org/eplan)
3. After plans have been approved, customer will receive a notification to pay for the applicable permit fees. This notification also includes instructions for customer to submit permit application, contractor agent authorization letter, and all other required documentation per project scope.
4. After permits are issued, customer will schedule project inspections. Once the final inspection is conducted, the Building Inspector will final the project.