



Rent Stabilization Division
455 N. Rexford Drive
Beverly Hills, CA 90210
Tel: (310) 285-1031
Email: bhrent@beverlyhills.org

MEANS AND METHOD PLAN FREQUENTLY ASKED QUESTIONS

1. What is a Means and Method Plan?

A Means and Method Plan is a document that must be submitted to and approved by the City prior to the issuance of a building permit to alter, repair, or rehabilitate an occupied multi-family building, if the work will take more than one day and could impact the habitability of any unit on the property, as determined by the City. It is intended to be used by the tenants, contractor, property owner and City as a reference and form of documentation related to the proposed project.

Upon submittal of the permit application, the scope of proposed work is reviewed by a City Plan Review Engineer to determine whether the construction work could impact unit habitability. If the work could impact habitability, the applicant will be required, using a form provided by the City, to describe in detail the scope of work, all tenant habitability impacts- and construction impact mitigation measures, including relocation if deemed necessary by the City. Once approved, this plan will be used as a project reference by all parties and will serve as a guide to initiate regular project updates to affected tenants as the project progresses through to completion.

2. Is a Means and Method Plan required if proposed work will not require the issuance of a building permit, but still may temporarily affect the habitability of a unit?

No, if work, such as fumigation for termites, will not require the issuance of a building permit, a Means and Method Plan will not be required, and property owners and tenants will need to work together to achieve a mutually satisfactory solution.

3. Who approves the Means and Method Plan?

The Means and Method Plan is reviewed and approved by the City's Building Official and Rent Stabilization staff.

4. If a Means and Method Plan is submitted, can the contractor begin work immediately?

No, a contractor can only begin work after the Means and Method Plan is approved by the City, the building permit is issued, the landlord has provided the required notice to the tenants. See Question #5 below.

5. Is a Means and Method Plan a permit for construction?

No, a Means and Method Plan is not a permit for construction. It is means to ensure that basic habitability standards are maintained for tenants during the construction process.



6. Does a landlord need to notify tenants of upcoming construction?

Yes, once the Means and Method Plan is approved and the permit is issued, a landlord is required to notify all tenants in the building, using a form provided by the City, within 10 days following the issuance of the permit and at least 10 days before construction starts. If one or more tenants are likely to be relocated due to the work, the landlord is also required to notify the affected tenants, using a form provided by the City, at least 30 days prior to the date when relocation will occur.

7. Does a landlord need to notify tenants of upcoming construction even if the work is taking place only in a vacant unit(s) or in a common area(s) of the property?

Yes, the landlord is required to notify all tenants in the building of the upcoming construction work. This ensures that tenants are informed in advance of possible construction impacts and mitigation measures.

8. Does a landlord need to notify tenants of how the landlord will mitigate the construction impacts on amenities and housing services?

Yes, the landlord is required to include information in the Means and Method Plan as to how loss of amenities and services will be mitigated for impacted tenants, rent adjustment or compensation for loss of amenities, etc.

9. Who determines when a Means and Method Plan is required?

Upon the initial application of a permit, the City Plan Review Engineer who reviews the building permit application determines if a Means and Method Plan is required based on the scope of the work lasting beyond one day and impacting habitability.

10. When does a landlord need to temporarily relocate tenants?

The landlord is required to temporarily relocate tenants if the conditions of the property or the construction work will render the premises unsafe for continued occupancy, as determined by the City. The landlord is required to provide at least 30 days' advance written notice of the relocation to the affected tenant(s) and provide the City with a copy of the notice and a relocation plan for approval by the City's Rent Stabilization Division prior to the issuance of the building permit.

11. Who creates the relocation plan, and who is responsible for implementing the relocation plan for tenants impacted during construction?

If tenant(s) need to be temporarily relocated while construction work is taking place, the landlord is responsible for creating the relocation plan. The relocation plan must show fair and reasonable relocation benefits will be provided to all displaced tenants and may include a mutual agreement between the landlord and tenants. The relocation plan must be provided to the City for review and approval as part of the Means and Method Plan.

12. Does a landlord need to update tenants if construction does not start by the date set forth in the Means and Method Plan?

Yes, if construction work does not start as originally identified in the approved Means and Method Plan, the landlord is required to notify tenants of the new construction start date. The landlord is also required to update the Means and Method Plan with the new construction start date and submit the revised Means and Method Plan to the Rent Stabilization Division staff to be forwarded to the City Building Official for review and approval.



13. Who should tenants contact for questions and concerns during construction?

Tenants can contact Rent Stabilization Division staff at 310-285-1031 or BHrent@beverlyhills.org for all questions or concerns regarding construction work, and the Means and Method Plan, including the Relocation Plan, if applicable, for their rental address. In addition, the landlord is required to provide tenants with contact information for a project manager who is responsible for responding to tenant inquiries, complaints and requests for mitigation of nuisance conditions.

14. Who should a tenant contact to report construction activity during the afterhours, weekends and holidays?

A tenant may contact the City's Community Preservation Program at (310) 285-1119 or email BHrent@beverlyhills.org, and a Code Enforcement Officer will respond and offer assistance and enforcement as necessary to address the situation.

15. What should a tenant do if the tenant believes that unpermitted work is being performed or if the tenant becomes aware of construction work being done in their building but did not receive proper notice?

Tenants should contact the Rent Stabilization Division staff to inquire if the construction work taking place at their building is permitted or if there is an approved Means and Method Plan on file with the Rent Stabilization Division. Tenants can request a copy of the Means and Method Plan submitted by the landlord. Tenants can call the Rent Stabilization Division at 310-285-1031 or email BHrent@beverlyhills.org. If staff determines that the construction work is not permitted or in violation of the Means and Method Plan, a City code enforcement officer or building inspector will respond and offer assistance and enforcement as necessary to address the situation.

