

ROAD MAP

TO COMPLIANCE WITH ORDINANCE 17-1004 CH. 13.28 MANDATORY SEISMIC



STRENGTHENING PROVISIONS FOR EXISTING WOOD FRAME BUILDING WITH SOFT, WEAK OR OPEN FRONT WALLS

NOTIFICATION LETTER

If you have received a Notification Letter from the City of West Hollywood indicating that your building may be subject to Ordinance 17-1004 you will need to take the following next steps:

SCREENING

Submit Screening Form to Building and Safety Division (within 1 year from date of Notification Letter)

The screening report is available to be downloaded at: www.weho.org/seismic or may be obtained at the Building and Safety Counter at City Hall.

Note that a Licensed Engineer or Architect is required to sign and stamp the Screening Report.

Completion of the Screening Report will determine if further analysis and/or a retrofit is required or if a building may be exempt from the Ordinance. At the time of submission a Building and Safety Plan Check Engineer will review the form and determine if the building is subject to the Ordinance.

If it has been determined that a retrofit is required, then you may continue to the next step which is submitting retrofit plans for strengthening the existing building.

If it is determined that the building is exempt, (with supporting documentation), no further action is necessary and the building will be removed from the list of buildings requiring a Seismic Retrofit.

RETROFIT PLANS

Submit Retrofit Drawings to Building and Safety (within 2 years from Date of Notification Letter)

The owner should contact a licensed Professional Engineer registered in the State of California to provide further analysis and develop Retrofit Plans to meet the requirements of the Ordinance.

Once the Engineer has completed Retrofit Plans, they must be submitted to the City for review.

Plans must first obtain approval from the Planning Division. Once the Planning Division has approved the plans, a completed permit application and retrofit plans with calculations shall be submitted to the Building and Safety Division for Plan Check review.

Building and Safety will review the drawings to verify compliance with the requirements of the Ordinance and provide comments as necessary.

The Engineer of Record should respond to all comments and resubmit Retrofit Plans to Building and Safety. Once all comments have been addressed and there are no further comments or corrections, plans will be deemed approved.

Important to Note: Plancheck submittals are valid for only one year after the date of application unless an extension is filed.

PERMIT & CONSTRUCTION

Obtain a Building Permit from Building and Safety Division (within 4 years from date of Notification Letter)

After plans and calculations have been approved, a Building Permit may be issued.

Only Contractors licensed in the State of California may pull Building Permits.

Prior to issuing permits, a Tenant Habitability Plan must be completed and approved by the Rent Stabilization and Housing Division.

Contractor may start work once a permit is issued by Building and Safety.

Contractor shall contact the City for inspections as outlined on the retrofit drawings.

Inspections are required to verify that what is designed on the plans is what has been constructed.

Important to Note: Building permit will expire if work does not commence within 6 months.

COMPLETE CONSTRUCTION

Complete Construction and Building Permit Final (within 5 years from date of Notification Letter)

Once construction is completed and all City Inspections have been completed without additional items or corrections noted, the Building Inspector will "Final" the permit.

A "Final" status indicates that construction for the retrofit is complete according to the approved set of plans.

Once the project is Finalized, the City will issue a Certificate of Compliance for seismic retrofit work for your records. This will serve as verification that your Seismic Retrofit has been completed.