

AND CH. 13.40 MANDATORY STRENGTHENING PROVISIONS FOR PRE-NORTHRIDGE STEEL MOMENT FRAME BUILDINGS

NOTIFICATION LETTER

If you have received a Notification Letter from the City of West Hollywood indicating that your building may be subject to Ordinance 17-1011 you will need to take the following next steps:

PHASE 1 SCOPE

SUBMIT ENGINEERING REPORT

SUBMIT RETROFIT PLANS FOR PHASE 1

OBTAIN PHASE 1 PERMIT & START CONSTRUCTION

COMPLETE PHASE 1 CONSTRUCTION

<p><b>Submit Engineering Report &amp; Determine All Major Deficiencies (Within 3 Years From Date of Notification Letter)</b></p>	<p><b>Submit Retrofit Plans for Phase 1 Scope, As Applicable (Within 5 Years From Date of Notification Letter)</b></p>	<p><b>Obtain Phase 1 Permit (Within 7 Years From Date of Notification Letter)</b></p>	<p><b>Complete Construction (Within 10 Years From Date of Notification Letter)*</b></p>
<p>The building owner shall engage a California licensed structural or civil Engineer to evaluate the building and complete a Screening Form (download from <a href="http://www.weho.org/seismic">www.weho.org/seismic</a>) and determine if the building is subject to the ordinance. Completion of the Screening Form will determine if further analysis and/or a retrofit is required or if a building may be exempt from the Ordinance.</p> <p>If the building is determined by the Engineer not to be subject to the ordinance, the Screening Form shall be submitted to a Building and Safety Division to determine if the building is subject to the Ordinance. 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.</p> <p>If it has been determined that the building is subject to the ordinance a comprehensive Engineering Report shall be submitted to the Building and Safety Division. The Engineering Report shall be composed of the following:</p> <ul style="list-style-type: none"> <li>• Screening Form</li> <li>• Feasibility Study</li> </ul> <p>For additional information on the document requirements refer to Seismic Design Guidelines that can be downloaded from <a href="http://www.weho.org/seismic">www.weho.org/seismic</a>.</p> <p>If it is determined that the building meets the criteria of the ordinance in its existing condition and therefore does not require a seismic retrofit, the City will issue a "Letter of Compliance" based on approved Engineering Report. For buildings that are found to be outside the scope of the ordinance, the City will issue a "Letter of Exemption" based on approved Screening Form.</p>	<p>If it is determined that the building contains Major Deficiencies the owner shall submit to the City for review Phase 1 retrofit documents intended to mitigate those deficiencies in accordance with ASCE 41.</p> <p>Phase 1 retrofit documents include the following:</p> <ul style="list-style-type: none"> <li>• Material Testing &amp; Condition Assessment Results</li> <li>• Geotechnical / Geological Report</li> <li>• Structural Calculations</li> <li>• Construction Documents</li> </ul> <p>For additional information on the document requirements (including licensed professional requirements) refer to Seismic Design Guidelines that can be downloaded from <a href="http://www.weho.org/seismic">www.weho.org/seismic</a>.</p> <p>Retrofit documents must first obtain approval from the Planning Division. Once the Planning Division has approved the plans, a completed permit application and retrofit documents shall be submitted to the Building and Safety Division for Plan Check review.</p> <p>Building and Safety will review the drawings to verify compliance with the requirements of the Ordinance and provide comments as necessary. Peer review may also be required depending on scope of work. See Appendix D of Design Guidelines (download from <a href="http://www.weho.org/seismic">www.weho.org/seismic</a>) for peer review triggers and requirements.</p> <p>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.</p> <p>It is important to note that plan check submittals are valid for only one year after the date of application unless an extension is filed.</p>	<p>After retrofit documents have been approved, a Building Permit may be issued.</p> <p>Prior to issuing permits, a Tenant Habitability Plan must be completed and approved by the Rent Stabilization and Housing Division.</p> <p>Only Contractors licensed in the State of California may pull Building Permits.</p> <p>Contractor may start work once a permit is issued by the Building and Safety Division.</p> <p>Contractor shall contact the City for inspections as outlined on the retrofit drawings.</p> <p>Inspections are required to verify construction aligns with the design shown on the approved plans. See Appendix E of the Design Guidelines (download from <a href="http://www.weho.org/seismic">www.weho.org/seismic</a>) for Quality Assurance Requirements.</p> <p>It is important to note that a building permit will expire if work does not commence within one year of permit issuance.</p>	<p>Once construction is completed and all City Inspections have been completed without additional items or corrections noted, the Building Inspector will "Final" the permit.</p> <p>A "Final" status indicates that construction for Phase I of the retrofit is complete according to the approved set of plans.</p> <p>Upon completion of Phase 1 retrofit the City will issue a "Letter of Compliance" for Phase 1 retrofit work. If additional deficiencies have been identified per ASCE 41 checklists (beyond Major Deficiencies), the owner will have to perform additional retrofit of the building per the Phase 2 Road Map.</p> <p>If Phase 1 included the retrofit of ALL deficiencies (i.e. Phase 1 and Phase 2 scope)* the City will issue a "Certificate of Compliance" for Phase 1 and 2 retrofit work.</p> <p>It is important to note that construction may not stop or pause for more than 180 days at any given time.</p> <p>*Note: Completion of Phase 1 may be extended by 3 years if the Retrofit plans is a complete retrofit which includes scope of work for both Phase 1 and Phase 2.</p>

## PHASE 2 SCOPE

SUBMIT PHASE 2  
RETROFIT PLANS

OBTAIN PHASE 2 PERMIT  
& START CONSTRUCTION

COMPLETE PHASE 2  
CONSTRUCTION

<p><b>Submit Phase 2 Retrofit Plans, As Applicable (Within 13 Years From Date of Notification Letter)</b></p>	<p><b>Obtain Phase 2 Permit (Within 15 years from date of notification letter)</b></p>	<p><b>Complete Construction (Within 20 years from date of notification letter)</b></p>
<p>If it is determined that the building contains additional deficiencies as determined in Phase 1, the owner shall submit Phase 2 retrofit documents to City for review.</p> <p>Phase 2 retrofit documents include the following:</p> <ul style="list-style-type: none"> <li>• As-Built documents including Phase 1 retrofit drawings</li> <li>• Material Testing &amp; Condition Assessment Results</li> <li>• Geotechnical / Geological Report</li> <li>• Structural Calculations</li> <li>• Construction Documents</li> </ul> <p>For additional information on the document requirements (including licensed professional requirements) refer to Seismic Design Guidelines that can be downloaded from <a href="http://www.weho.org/seismic">www.weho.org/seismic</a>.</p> <p>Retrofit documents must first obtain approval from the Planning Division. Once the Planning Division has approved the plans, a completed permit application and retrofit documents shall be submitted to the Building and Safety Division for Plan Check review.</p> <p>Building and Safety will review the drawings to verify compliance with the requirements of the Ordinance and provide comments as necessary. Peer review may also be required depending on scope of work. See Appendix D of Design Guidelines (download from <a href="http://www.weho.org/seismic">www.weho.org/seismic</a>) for peer review triggers and requirements.</p> <p>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.</p> <p>It is important to note that plan check submittals are valid for only one year after the date of application unless an extension is filed.</p>	<p>After retrofit documents have been approved, a Building Permit may be issued.</p> <p>Prior to issuing permits, a Tenant Habitability Plan must be completed and approved by the Rent Stabilization and Housing Division.</p> <p>Only Contractors licensed in the State of California may pull Building Permits.</p> <p>Contractor may start work once a permit is issued by Building and Safety.</p> <p>Contractor shall contact the City for inspections as outlined on the retrofit drawings.</p> <p>Inspections are required to verify construction aligns with the design shown on the approved plans. See Appendix E of Design Guidelines (download from <a href="http://www.weho.org/seismic">www.weho.org/seismic</a>) for Quality Assurance Process Guidelines.</p> <p>It is important to note that a building permit will expire if work does not commence within one year of permit issuance.</p>	<p>Once construction is completed and all City Inspections have been completed without additional items or corrections noted, the Building Inspector will "Final" the permit.</p> <p>A "Final" status indicates that construction for Phase 1 of the retrofit is complete according to the approved set of plans.</p> <p>Upon completion of Phase 2 retrofit, the City will issue "Certificate of Compliance" for Phase 2 retrofit work.</p> <p>It is important to note that construction may not stop or pause for more than 180 days at any given time.</p>