



**WEST HOLLYWOOD**  
8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

**Building & Safety Division**  
tel 323.848.6475 fax 323.848.6569

**Issued March 15, 2019**  
*revised 12-11-2019*

## **SCREENING REPORT**

### **For Existing Wood Framed Buildings with Soft, Weak, or Open Front Walls**

The Screening Report is the first milestone set forth in Ordinance 17-1004 and Chapter 13.28 of the West Hollywood Municipal Code for the retrofit of existing wood frame buildings with soft, weak, or open front walls (SWOF). The Screening Report is intended to provide additional information to determine if a building is in the scope of the ordinance and if a retrofit is required or if the building is exempt from further evaluation.

The building information provided in the screening form will be reviewed by the City of West Hollywood to determine whether the seismic retrofit is required, in accordance with Ordinance 17-1004 and Chapter 13.28 of the West Hollywood Municipal code.

The Screening Report must be prepared by a Design Professional (Civil Engineer, Structural Engineer, or Architect) licensed in the State of California.

Additional information about the Seismic Retrofit Program can be found at:  
[www.weho.org/seismic](http://www.weho.org/seismic).



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#### Section 1: Building & Owner Information

Building Information\*:

Building Address:			
Parcel Number:		Year Built:	
Living Units:		No. of Stories above Grade:	
Basement:	Full <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/>		

Are there any other addresses or parcel #'s associated with this property?

No  Yes  If yes, please list below:

Address:		Parcel # :	
Address:		Parcel # :	
Address:		Parcel # :	

Owner Information:

Name:			
Mailing Address:			
City, State:		Zip Code:	
Phone:		Email:	

\*Please note that separate buildings on the same parcel require separate screening forms.



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#### Section 2: Scope of Determination & Building Type

(To be completed by a Design Professional Licensed in the State of California)

- |  | <u>Yes</u>               | <u>No</u>                |
|--|--------------------------|--------------------------|
| 1. Was the original permit for construction applied for before January 1, 1978?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the first story of the building Type V (wood-frame) construction?<br>(This Also Includes Wood-Frame Cripple walls on top of CMU & concrete walls)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the building have soft, weak, or open-front wall (SWOF) line(s) on the first floor similar to the SWOF Building Configuration(s) exhibited on Page 8 & 9?<br>If Yes, which SWOF Building Configuration(s) apply? |                          |                          |

Type: A   B   C   D   E   F   G

(Check All that Apply)

**If ANY of the questions 1 through 3 above are marked No:** The building may be exempt from compliance with Chapter 13.28 of the West Hollywood Municipal Code. Complete Section 4 and 5.

**If ALL three of the questions 1 through 3 are marked Yes:** The building is subject to compliance with Chapter 13.28 of the West Hollywood Municipal Code. Complete Section 3 and 5 Only.

**Previous Retrofit:** Has the building been retrofitted previously?      Yes      No  
If Yes, complete Section 4.1



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#### Section 3: Plan/Elevations Sketches & Photographs

In order to determine the status of the building and its compliance with Chapter 13.28 of the West Hollywood Municipal Code, the following documents shall be submitted as attachments and reviewed by the Building and Safety Division.

- 1) Provide a floor plan<sup>1</sup> of the ground floor, with dimensions and preferably to scale

The plan shall include the following:

- A dotted outline of the floor above the ground floor. Include the locations and dimensions of balconies, cantilevers, and setbacks
- Provide labels identifying areas of different use or occupancy
- Indicate north with an arrow and show street names lining the property

- 2) Provide elevations<sup>1</sup> of the perimeter walls indicating width of openings and total length of wall (openings shall include windows, doors, etc.)
  - a. Indicate apparent wall material (e.g. wood frame, steel frame, concrete, block or brick)
- 3) Provide photos<sup>2</sup> of the perimeter walls
  - a. Indicate which elevation the photo show (e.g. North, South, East, West)
  - b. Please provide a date the photo was taken

Upon review of the documents listed above, the Building and Safety Division may require additional information.

Note: <sup>1</sup>Documents to be in 8 ½ x11 or 11x17 format only.

<sup>2</sup>For elevations visible from the street using Google Street View, snapshots will be accepted so long as the entire wall face is visible and not blocked by any obstructions.



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### **Section 4: Retrofit Exemption- Only to Be Completed if Filing For an Exemption.**

#### 4.1 Previous Retrofit

Has a previous seismic retrofit been completed? Yes  No

If yes, please provide the permit number \_\_\_\_\_

Does the previous completed seismic retrofit meet or exceed the requirements of Chapter 13.28 West Hollywood Municipal Code? Yes  No

Please attach supporting documentation to include drawings and supporting calculations for review by the Building and Safety Division.

List Attachments Below:

#### 4.2 Other Exemption

Please provide a detailed narrative indicating the reason for exemption & provide a list of support documents to justify exemption (calculations, photos, drawings, etc).



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## SCREENING REPORT

### Section 5: Building Determination, Design Professional Statement, Owner Acknowledgment

#### Building Status of Compliance with Chapter 13.28 West Hollywood Municipal Code (Please check 1 box only):

Non- Exempt – Building is subject to the ordinance and must be retrofitted in accordance with Chapter 13.28 West Hollywood Municipal Code for (E) SWOF Building.

Exempt – Building is not required to be retrofitted in accordance with Chapter 13.28 of the West Hollywood Municipal Code and Section 4 of this screening report.

#### 5.1 Design Professional

Under penalty of Perjury, I certify that the information provided in this screening form is based on my personal review of the building and its records, or review by others acting under my direct supervision, and is correct to the best of my knowledge.

\_\_\_\_\_  
Date Stamped and Signed

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Design Professional Telephone

\_\_\_\_\_  
Design Professional Email

(Sign and Stamp)

#### 5.2 Owner Acknowledgment

I am the property owner and have reviewed this this form with the Design professional and understand the conclusions of this screening report.

\_\_\_\_\_  
Print Name

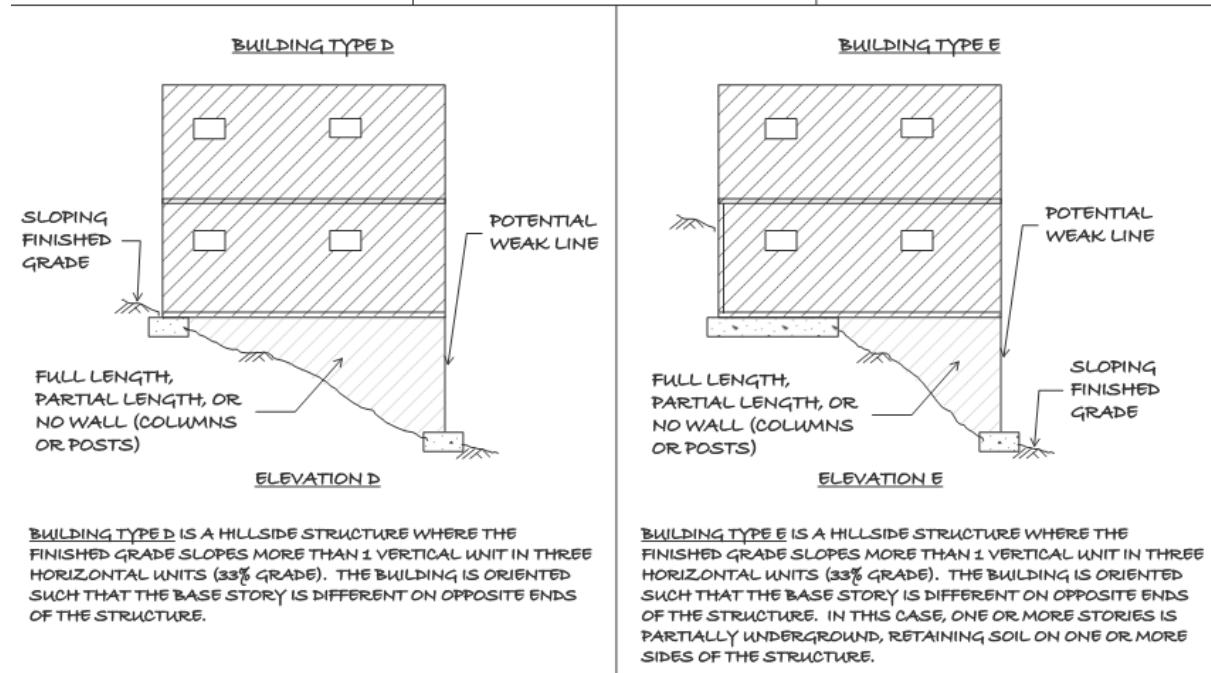
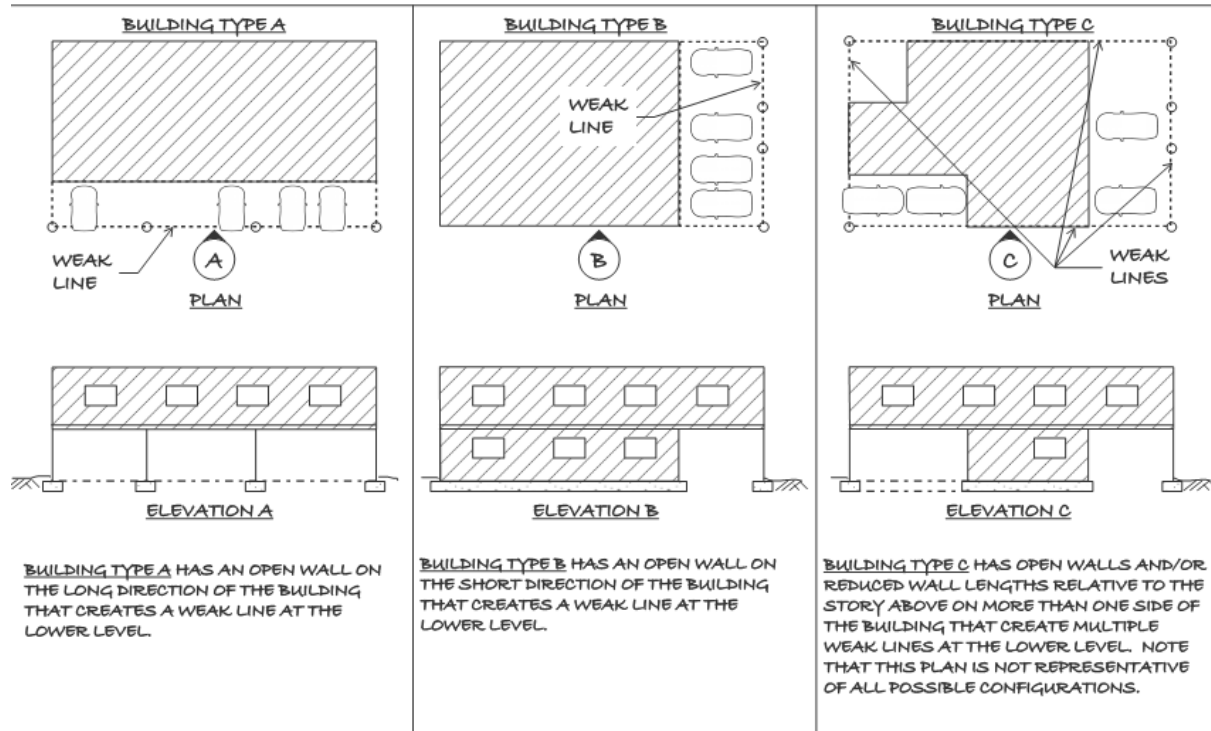
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SCREENING REPORT**

**SWOF Building Configurations:**





## SCREENING REPORT

### SWOF Building Configurations:

BUILDING TYPE F	BUILDING TYPE G
<p><b>BUILDING TYPE F</b></p> <p>UPPER LEVEL(S) LIVING SPACE (MAY BE MULTISTORY)</p> <p>LOWER LEVEL OPEN PARKING LOWER LEVEL</p>	<p><b>BUILDING TYPE G</b></p> <p>UPPER LEVEL(S) LIVING SPACE (MAY BE MULTISTORY)</p> <p>LOWER LEVEL OPEN PARKING LOWER LEVEL</p>
<p>POTENTIAL CRIPPLE WALL/ WEAK LINE</p> <p>LIVING SPACE</p> <p>OPEN PARKING</p> <p>CONCRETE OR MASONRY RETAINING WALL</p> <p>FINISHED GRADE</p> <p><b>SECTION F</b></p>	<p>POTENTIAL CRIPPLE WALL/WEAK LINE</p> <p>LIVING SPACE</p> <p>OPEN PARKING</p> <p>FINISHED GRADE</p> <p>FULL-HEIGHT CONCRETE OR MASONRY RETAINING WALL</p> <p><b>SECTION G</b></p>
<p><b>BUILDING TYPE F</b> IS A MULTISTORY STRUCTURE WITH THE LOWEST LEVEL PARTIALLY UNDERGROUND. IT USES WOOD-FRAMED CRIPPLE WALLS ABOVE PARTIAL HEIGHT CONCRETE OR CMU RETAINING WALLS AROUND THE PERIMETER OF THE BUILDING. THE HORIZONTAL DIAPHRAGM CONSISTS OF WOOD CONSTRUCTION. THE LOWEST LEVEL IS TYPICALLY RESERVED FOR PARKING AND UTILITIES, WITH AN OPEN LAYOUT FOR VEHICLE ACCESSIBILITY.</p>	<p><b>BUILDING TYPE G</b> IS A MULTISTORY STRUCTURE WITH THE LOWEST LEVEL PARTIALLY UNDERGROUND. IT USES A COMBINATION OF FULL HEIGHT CONCRETE OR CMU WALLS AND WOOD-FRAMED CRIPPLE WALLS ABOVE PARTIAL HEIGHT CONCRETE OR CMU RETAINING WALLS AROUND THE PERIMETER OF THE BUILDING. THE HORIZONTAL DIAPHRAGM CONSISTS OF WOOD CONSTRUCTION. THE LOWEST LEVEL IS TYPICALLY RESERVED FOR PARKING AND UTILITIES, WITH AN OPEN LAYOUT FOR VEHICLE ACCESSIBILITY.</p>