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Types of Building Safety Permit Application Processes in Culver City

(Please also refer to types of applications list also part of this guideline)

Numbers of sets required and distribution:

1. OVER THE COUNTER PLAN CHECK

2 sets of drawings required Building Division reviews plans

2. 1 TO 5 DAY PLAN CHECK

4 Sets of drawings required Building, Planning, Fire, Engineering,
review all 5 Day applications

3. 2 WEEK PLAN CHECK

(note: applications may be scheduled for the next weekly Plan Review meeting which will allow a full week of plan review time, Building Safety staff distributes plans)

4 full sets + 4 partial sets required Full Set Building Safety

(note: you may submit 8 full sets if you prefer, but it's not necessary) Full Set Fire Prevention

Full Set Planning

Full Set Redevelopment

Landscaping/
Irrigation P R & C S/ (Landsc.)

2 sets Civil Public Works (Engineering)

Arch. Site Plan
& Ext. Elev's Cultural Affairs (Art)

Civil/ Landsc./
Irrigation Public Works (Street Trees)

Culver City Planning Division Discretionary reviews: *(please consult with Planning)*

(a) PRELIMINARY PROJECT REVIEW (PPR)

7 copies of Prelim. Site Plan, 1 Building Safety

Floor Plans, and Exterior Elev.'s

1 Fire Prevention

Culver City Employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than seventy-five years of public service, by our present commitment, and by our dedication to meet the challenges of the future.

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|--|---|------------------------------|
| | 1 | Planning |
| | 1 | Redevelopment |
| | 1 | Public Works/ Engin./Traffic |
| | 1 | Cultural Affairs/ Art |
| | 1 | Public Works/ Street Trees |
| (b) CONCURRENT REVIEW OF PRELIMINARY DEVELOPMENT PLAN (PRC) 8 Sets of <u>Prelim. dwgs.</u> req'd. | 1 | Building Safety |
| | 1 | Fire Prevention |
| | 1 | Planning |
| | 1 | Public Works (Engineering) |
| | 1 | Cultural Affairs (Art) |
| | 1 | Redevelopment |
| | 1 | Public Works (Street Trees) |
| | 1 | P.R. & C.S. (Landsc.) |

(note: extra sets may be required if outside agency reviews are also necessary)

Which Processes each type of Application falls under:

OVER THE COUNTER PLAN CHECK (note: each application is individually evaluated, subject to plan reviewer availability in Building, Fire, Engineering, and Planning)

1. Non-residential tenant improvements up to 100 s.f. with no exterior work, no change of use, no square footage expansion or mezzanines, no structural work, no fire sprinkler reconfiguration required, not subject to Planning Discretionary review per CCMC Title 17, Section 37-84 et al, for required improvements to nonconforming structures, or an application for a project which has already been approved by the Planning Discretionary process.
2. Repair or change of copy of existing signage, within 90 days of abandonment, or 180 days of damage.
3. Minor 1 & 2 family additions/ renovations such as porches or room expansions, 1 story maximum, no regrading of lot or reconfiguring of driveway involved.
4. 1 and 2 family residential fences and walls. *(retaining walls may require more review)*

- time)*
5. Non-residential fences and walls if not part of design guidelines, or not part of a condominium or plan district, or a replacement fence or wall of exactly the same design, material, color, and finish. *(retaining walls make require more review time)*
 6. 1 and 2 family residential fences and walls if not part of design guidelines, or if subject to design guidelines, a wall or fence of exactly the same design, color, and finish. *(Retaining walls may require more review time, fences and walls under 6'-0" in hgt. do not require a building permit, but do require Planning approval. Any retaining wall or any masonry wall still requires a permit, however.)*
 7. Electrical, Plumbing, and Mechanical work if no plan review is required. *(see plan check thresholds under "1 to 5 Day Review below)*
 8. Window replacement.
 9. Reroofing, if no drawings are required.
 10. Pre-fab fireplace installations.
 11. Residential seismic retrofits.
 12. Demolition permits if no hazardous materials and no historic building designation
 13. Minor fire alarm installations. *(Fire Prevention)*
 14. Minor fire sprinkler installations. *(Fire Prevention)*
 15. Commercial spray booths, hood systems, and kilns. *(Fire Prevention)*
 16. Fire extinguisher installation. *(Fire Prevention)*
 17. Use of land/ special events/ sidewalk sales. *(note: subject to availability of Fire and Planning review)*
 18. Temporary banners. *(note: subject to availability of Fire and Planning review)*
 19. Indoor mall kiosks.
 20. 1 and 2 family carports and garages with no living area
 21. Parking lot resealing/ restriping if **no** configuration change

1 TO 5 DAY PLAN CHECK (note: each application is individually evaluated)

1. Non-residential tenant improvements from 100 to 4,000 s.f., not subject to Planning Discretionary Review per CCMC Title 17, Section 37-84 et al, for required improvements to nonconforming structures, or an application which has already been approved by the Planning Discretionary Process
2. 1 and 2 family residential fences and walls subject to design guidelines
3. New commercial signs if not subject to sign program, if greater than 90 days from abandonment, or 180 days of damage *(note: new commercial signs that are subject to a sign program still only require 4 sets of plans, and are still only reviewed by Building, Planning, Fire, and Engineering, but will require a minimum of 2 weeks review time)*
4. Major 1 and 2 family residential renovations and additions
5. 3 family or greater residential fences and walls *(retaining walls may require more review time)*
6. Comm. fences and walls if subject to Design Guidelines or Prior Planning review, or a different or new design *(retaining walls may require more review time)*
7. Commercial facade renovations *(only if the design already has Urban Designer Conceptual Design Approval)*
8. ATM machines
9. Mech. work **(subject to Plan Check if** new installation or renovation of 3 tons or larger, or any modifications to existing systems of 5,000 s.f. or larger, or any comm.

- kitchen hood, or any smoke evacuation system, or any garage ventilation exhaust system)
10. Plumbing work (**subject to Plan Check** if addition of more than 7 fixtures, or any project involving medical gas, or any grease trap or interceptor, or any rainwater and/ or storm drain system, or any sump pump or sewer ejector)
 11. Electrical work (**subject to Plan Check** if commercial / industrial alteration of over 5,000 s.f., new service of over 600 amps, commercial kitchen renovation, lighting increased or replacing over 50% of the light fixtures)
 12. Sidewalk and driveways: See Public Works Engineering
 13. Demolition to non-historic buildings and no hazardous materials to be removed
 14. Parking lot repaving/ restriping: See Public Works Engineering
 15. Rooftop equipment screening, or any rooftop equipment

2 WEEK PLAN CHECK (note: each application is individually evaluated)

1. Non-residential tenant improvements over 4,000 s.f., not subject to Planning Discretionary review per CCMC Title 17, Section 37-84 et al, for required improvements to nonconforming structures, or an application which has already been approved by the Planning Discretionary process.
2. New Commercial buildings or additions not subject to 'Planning Review'
3. New parking lots and/or subsurface drainage work
4. New commercial utilities
5. New residential multifamily projects (*may also be subject to 'Planning Review'*)
6. Multifamily renovation projects
7. Facade renovations either not part of the Facade Program, or part of the Facade Program and already having Urban Designer Approval
(*for information on the Facade Grant Program please consult Culver Citys Urban Designer @ 253-5778*)

PLANNING REVIEWS (note: consult with the Planning Division for further information)

1. ASPR/M Administrative Site Plan Review (Modification)
2. AUP/M Administrative Use Permit (Modification)
3. BZA Board of Zoning Adjustment
4. CP/M Comprehensive Plan (Modification)
5. CUP Conditional Use Permit
6. DOBI/M Density and Other Bonus Incentives (Modification)
7. DPDP Design and Physical Development Plan Amendment
8. GPE General Plan Element
9. GPMA General Plan Map Amendment
10. GPTA General Plan Text Amendment
11. MCAC Municipal Code Appeals Committee
12. MSP/M Master Sign Program (Modification)
13. PLIPR Parking Lot Improvement Plan Review
14. SPP/M Specific Plan (Modification)
15. SPR/M Site Plan Review (Modification)
16. TPM Tentative Parcel Map

17. TTM Tentative Tract Maps
18. VAR Variance
19. VTPM/M Vesting Tentative Parcel Map (Modification)
20. VTTM Vested Tentative Tract Maps
21. ZC Zoning Designation (Map) Change
22. Zoning Code Amendment
23. Facade improvements involving the Facade Grant Program

PLANNING REVIEW PROJECTS EXEMPT FROM PRELIM. PLANNING REVIEW

1. Master Sign Program
2. Art in Public Places *
3. Administrative Variance
4. Administrative Use Permit (all AUP's except exempt except tandem parking)
5. General Plan Map / Text *
6. Hardship Exemption for Signs
7. HP- Certification of Appropriateness/ Exemptions (all) *
8. HP- Removal from List
9. Parking Lot Improvement Plan
10. Zone Change/ Code Amendment *

* These projects will be exempt unless they are being processed in conjunction with a proposed