



9770 Culver Blvd., Culver City, California, 90232-0507

CRAIG JOHNSON, RA, CBO  
Building Official

(310) 253-5800

FAX (310) 253-5824

**Types of Building Safety Permit Application Processes in Culver City**  
*(Please also refer to types of permit applications list also part of this guideline)*

*Note: separate permits are always required for electrical, plumbing, and mechanical work)*

**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 2 week of plan review time, Building Safety staff distributes plans)*

4 full sets + 4 partial sets required	Full Set	Building Safety
<i>(note: you may submit 8 full sets if you prefer, but it's not necessary)</i>	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)

**Which Processes each type of Application falls under:**

**OVER THE COUNTER PLAN CHECK (note: each application is individually**

evaluated)

1. Non-residential tenant improvements up to 5,000 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.  
*(note: over the counter approval is subject to staff availability)*
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 5,000 to 15,000 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 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 15,000 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 Redev. Div. Approval  
(*for information on the Facade Grant Program please consult the Culver City Redev. Div.*)