

Culver CITY

BUILDING SAFETY DIVISION

Public noticing is required for a permit application for any new ground-up residential or commercial building, or if adding 50% or greater of the area of an existing residential or commercial building, or if adding 50% or greater of the value of an existing residential or commercial building.

(Not to include 50% or greater additions to existing single family homes, see the exceptions below.)

(Valuation of an existing building will be determined from the Los Angeles County Assessor's Office latest information for the value of the existing structure, not including the land value.)

Noticing is required for any occupant or property owner within 100' of the property for which there is a permit application:

- **A new ground up residential or commercial building.**
- **An addition of 50% or greater square footage to an existing residential or commercial building.**
- **An addition of 50% value or greater to the value of an existing residential or commercial building.**

Instructions for the permit applicant:

1. Culver City Building Safety staff will provide you with a list of all occupants and property owners within 100' of the property for which you are applying for a construction permit application.
2. Fill out the attached Culver City Building Safety Division noticing form; fill out the address, permit number, and your name and contact phone number.
3. Copy the form, and mail a copy of the form to everyone on the supplied list for your proposed construction project.
4. Fill out the attached affidavit form, and return the form to the Building Safety counter at your earliest convenience.

Exceptions, note: Building Safety Division noticing is not required for:

- Additions of less than 50% of the area of an existing building, or additions and/ or renovations of less than 50% of the value of an existing structure.
- Projects which underwent a Culver City Planning Division discretionary review process.
(Noticing is already required by the Culver City Planning Division.)
- Additions to a legal nonconforming structures, construction of a new residential accessory structure, greater than 50% addition to an existing single family home, construction of a new single family home at rear of property (existing front unit to remain).
(Noticing is already required by the Culver City Planning Division.)

Date: _____

Subject: Construction permit application

NOTICE OF PROPOSED CONSTRUCTION AT: _____

BUILDING PERMIT APPLICATION NO.: _____

The Culver City Building and Safety Division is providing this courtesy notice to owners and occupants of properties within 100 ft. of a potential construction site.

Please be advised that an application for a building permit for proposed construction at the above address has been filed with the Culver City Building Safety Division.

NOTE: THIS COURTESY NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. THE PROPOSED CONSTRUCTION IS NOT SUBJECT TO DISCRETIONARY REVIEW. FOR QUESTIONS REGARDING THE STATUS OF THIS BUILDING PERMIT APPLICATION, THE PROJECT IN GENERAL OR TO REVIEW PROJECT PLANS, PLEASE CONTACT THE BUILDING DIVISION PUBLIC COUNTER ON THE 2ND FLOOR OF CULVER CITY HALL, 9770 CULVER BOULEVARD, CULVER CITY OR PHONE (310) 253-5800.

APPLICANT NAME: _____

APPLICANT PHONE NUMBER: _____



Nearby Property Occupants and Owners Construction Notification Affidavit Form

Date: _____

Property address of proposed construction: _____

Primary building permit number: _____

Builder name: _____

Builder address: _____

Builder phone number: _____

Builder email address: _____

I, _____ (signature) hereby certify that I have mailed the Culver City Building Safety Division construction notification forms to all occupants and property owners within 100 feet of the above noted property.