



June 2006

## **Culver City plan review and field inspection policies for significant foundation work proposed on hillsides in Culver City**

*(new requirements as of June 2006 shown in italics)*

1. A Culver City property owner intending to perform significant foundation work on hillsides in Culver City must hire their own architect, structural engineer, geotechnical engineer, landscape architect, and energy consultant to prepare construction drawings and reports for permit application.
  - a. The structural engineer must design the new foundations per the recommendations of the geotechnical engineer's "design level" report.
  - b. *The geotechnical engineer must also design a site grading and erosion control plan. The site grading and erosion control plan must be designed so that the site soils reinforce the structures on site as much as possible and must clearly indicate that all roof, sidewalk, driveway, and patio drainage is routed to the street to as great a degree as possible.*  
*The site grading and erosion control plan must be submitted as part of the permit application package.*
  - c. *The landscape architect must prepare a landscape and irrigation plan for all sloped areas of the property. The landscape plan need not include areas of decorative landscaping not on slopes.*  
*The site landscaping and irrigation plan must be submitted as part of the permit application package.*

*Please note: permit applications without a site grading and erosion control plan or without a site landscaping and irrigation plan will not be accepted.*  
*All architects and engineers noted above must be state licensed and must sign and stamp all drawings and correspondence.*
2. Submit 4 copies of all the above plans and reports to the Building Safety Division, 2nd floor City Hall.

*The applicant must also submit a stamped letter from their geotechnical engineer approving the architect's and structural engineer's plans.*

The applicant must pay plan check fees and a separate \$2500 deposit at the time of permit application. The \$2500 deposit is to pay for the required independent geotechnical review of the permit applicant's plans and reports.
3. The Building Safety Division begins to review the plans, and also circulates a copy of the plans to the Fire Prevention, Planning, and Engineering Divisions.
4. The Building Safety Division sends a copy of the plans and geotechnical report to one of three City approved geotechnical consultants for an independent geotechnical review.

The independent geotechnical review will take a minimum of 10 working days from the time the \$2500 deposit and the permit application drawings are received.

The independent geotechnical reviewer bills the City for the cost of the review. Any unused funds are refunded to the permit applicant.
5. After all four City Divisions and the independent geotechnical review are completed, the plan check comments (if any) and the independent geotechnical review is forwarded to

the permit applicant.

If the permit application is approved, the permit is issued.

If plan check corrections are required, the permit applicant revises their plans and/ or geotechnical report and resubmits the drawings and reports..

6. As construction commences, the permit applicant (or their contractor) calls for Building Safety inspections as required.
7. *The permit holder must hire their geotechnical engineer to field inspect and approve the foundation forms and reinforcement prior to pouring any concrete.*
8. *The permit holder's geotechnical engineer must forward a letter to the Building Safety Division approving the foundation forms and reinforcement.*
9. After receiving the above noted letter the Building Safety Division Inspectors inspect the foundation forms and reinforcement.  
Only after the geotechnical engineer provides written approval and the Building Safety Division Inspector approves the foundation forms and reinforcement may the foundation concrete be poured. Concrete poured without the above inspections will be removed at the expense of the permit holder.
10. Construction proceeds; the permit holder calls for Building Safety Division inspections as necessary.  
All typical required Building Safety Division inspections must be completed.
11. *The permit holder must hire their geotechnical engineer to field inspect the final site grading when the site grading is completed.*  
*The geotechnical engineer must inspect the site for conformance to his or her site grading and erosion control plan and must submit a letter to the Building Safety Division approving both.*
12. *The permit holder must hire their landscape architect to field inspect the final site landscaping and irrigation. The landscape architect must inspect the site for conformance with his or her landscape and irrigation plan and must submit a letter to the Building Safety Division approving both.*
13. After all other Building Safety Division inspections have been approved *and the final approval letters from the applicant's geotechnical engineer and landscape architect have been received*, the permit holder should call the Building Safety Division for final Building Safety Division inspection.
14. When the Building Safety Division Inspector gives final approval to the permit the project is completed.

Please note: If a permit holder proposes a change to the project after the permit is approved, the permit holder must file for a revision to the permit. The permit holder must submit a min. of 2 sets of drawings indicating the changes proposed. (4 sets are required if the proposed changes involve Fire Prevention, Planning, or Engineering Division approvals.)

Any changes to any state licensed design professional's drawings or reports must be completed, signed, and stamped by the original design professional. If the revision request involves changes to the foundations; the drawing changes must be completed and approved by both the permit holder's structural and geotechnical engineers. If the proposed foundation changes are significant, they may require another independent geotechnical review and an additional deposit to be determined by the scope of the changes requested.

## Culver City policy for significant hillside foundation work: (as of summer 2006)

