



CITY OF CULVER CITY

BUILDING SAFETY DIVISION

(310) 253-5800

FAX (310) 253-5824

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232

10 Day 100 feet Construction Notice

At least ten (10) days prior to any construction taking place the owner or contractor shall mail a written notice to the property owners and occupants located within one hundred **(100) feet** of the construction site that construction will occur, along with a copy of CCMC 15.02.105 Section 3307. Said notice shall be mailed to the affected property owners and occupants.

The 10 Day 100 feet Construction Notice is required for a permit application for any new construction or major remodeling projects, including, but not limited to, demolition of exterior walls or roofs, excavation that requires shoring, sandblasting or other exterior construction activities.

Major remodeling projects will be determined during plan review and may be considered but not limited to the following:

- An addition of 50% or greater square footage to an existing structure.
- Alteration of an existing structure effecting the existing building envelope
- An addition of 50% value or greater to the value of an existing structure. With the valuation of an existing building determined from the Los Angeles County Assessor's Office latest information for the value of the existing structure, not including the land value

Instructions for the permit applicant:

1. Develop a mailing list of tenants and owners. Addresses may be gathered from the LA County Accessors office

<https://assessor.lacounty.gov/online-property-database-access/>

2. Fill out the attached Culver City Building Safety Division noticing form; fill out the address, permit number, your name and contact phone number.
3. Copy the form, mail a copy of the form to everyone on the mailing list for your proposed construction project.
4. Fill out the attached affidavit form, and return email to building.safety@culvercity.org at your earliest convenience.

Exceptions: Building Safety Division noticing is not required where the 10 Day 100 feet noticing has been included with previous public noticing.



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Date: _____

Subject: Notice of a Construction Permit Application. CCMC 15.02.105 Section 3307

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

NOTICE OF PROPOSED CONSTRUCTION AT: _____

BUILDING PERMIT APPLICATION NO.: _____

PROPERTY OWNER Name: _____

Mailing Address: _____

Phone Number: _____

CONTRACTOR/OWNER BUILDER Name: _____

Mailing Address: _____

Telephone Number: _____

Contractor State License Number: _____

APPROXIMATE CONSTRUCTION START DATE: _____

APPROXIMATE CONSTRUCTION END DATE: _____

OTE: THIS COURTESY NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

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 and general construction hours are listed in the Culver City Municipal code 9.07.035 and posted on site.



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CCMC 15.02.105 Section 3307- Protection of Adjoining and Nearby Property and Persons.

3307.1 Adjoining and nearby public and private property and persons making lawful use of such property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. At the outset of new construction activities or major remodeling projects, or at the otherwise earliest time it is feasible in the opinion of the Building Official, and notwithstanding the provisions of Title 17 of the Culver City Municipal Code (the "Zoning Code"), a protective screen or fence no less than six (6) feet in height shall be erected to the satisfaction of the Building Official between the construction site and immediately adjoining properties, unless the Building Official determines that erection of a screen is not feasible or would serve no practical purpose.

3307.2 The Building Official shall have the authority to stop the construction work at any time that in his or her opinion said construction work has caused, is causing, or is about to cause, damage to adjacent or nearby properties. Said work shall not recommence until the time that the necessary corrections have been made so that no further damage will occur to the affected property (unless the Building Official determines that the damage will be corrected as provided in Section 3307.3) and written approval is obtained from the Building Official that said work may recommence.

3307.3

A. If construction work causes damage to adjacent or nearby properties, the Building Division shall withhold inspections of said work and stop work until (i) the damage to the affected property is repaired (or repair work has commenced and is continued to be performed with due diligence until completed), or (ii) the affected property owner is compensated the cost of repair, or (iii) a documented agreement satisfactory to the Building Official is executed to assure repair of the damage at a more appropriate phase of the construction.

B. If there is a bona fide dispute between the owner of the damaged property and the party alleged to have caused said damage, as to the cause of the damage, the method or scope of repair or the cost of the repair, work may resume and inspections provided only if the party performing the construction work posts a bond or cash deposit with the City in an amount that the Building Official reasonably determines is sufficient to cover the cost of repair. Where there exists a bona fide dispute, the issues in contention are a civil matter beyond the authority of the City to resolve.

3307.4 The bond called for in Section 3307.3 shall be approved as to form by the City Attorney. The bond or the cash deposit will be held by the City until the dispute is resolved between the parties or by a court of competent jurisdiction. In the event that the aggrieved party does not submit proof to the City that an action has in fact been filed within one (1) year after the issuance of the Certificate of Occupancy, then the City shall, unless good cause is shown, release the bond or deposit. The City shall provide thirty (30) days' written notice to the aggrieved party of its intent to release the bond or deposit.

A. Prior to the commencement of new construction or major remodeling projects, including, but not limited to, demolition of exterior walls or roofs, excavation that requires shoring, sandblasting or other exterior construction activities that require a building permit, the owner or contractor shall mail written notice to the property owners and occupants located within one hundred (100) feet of the construction site that construction will occur, along with a copy of this Section 3307. Said notice shall be mailed to the affected property owners and occupants at least ten (10) days prior to any construction taking place.

The notice shall contain the following information:

1. Address where construction will occur;
2. Date(s) and approximate times construction will occur;
3. Name, address, telephone number and state license number of contractor;
4. Name, address and telephone number of the owner of the property on which construction is to occur.

If the owner or the contractor fails to provide the required notice, the Building Official shall have the authority to stop the work until the notice is provided, in addition to any other remedies provided by this Code.

B. In addition to the Notice provided for above, the contractor or building shall post a Notice at the construction site, which shall include as a minimum the date(s) and approximate times construction will occur, the name and contact information of the contractor, and the contact information for the City's Building Safety Division.

3307.6 Prior to approval of temporary shoring a geotechnical report shall be provided certifying temporary shoring has been installed according the shoring plan and specifying the time period for the integrity of the temporary shoring.

3307.7 The Building Official shall promulgate policies and procedures to effectuate the provisions of this Section.



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CCMC 15.02.105 SECTION 3307 10 Day 100 Feet Construction Notice 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.