

# ROAD MAP TO COMPLIANCE WITH ORDINANCE 2021-013 CH. 15.02.500 MANDATORY SEISMIC STRENGTHENING PROVISIONS FOR EXISTING WOOD FRAME BUILDING WITH SOFT, WEAK OR OPEN FRONT WALLS

## NOTIFICATION LETTER

If you have received a Notification Letter from the City of Culver City indicating that your building may be subject to Ordinance 2021-013 you will need to take the following next steps:

### SCREENING

**Submit Screening Form to Building Safety Division (within 1 year from date of Notification Letter)**

The screening report is available to be downloaded at: [Seismic Retrofit Program - City of Culver City](#) or may be obtained at the Building Safety Counter at City Hall.

Note that a Registered Civil Engineer or Structural Engineer Licensed in the state of California is required to sign and stamp the Screening Report.

Completion of the Screening Report will determine if further analysis and/or a retrofit is required or if a building may be exempt from the Ordinance. At the time of submission, a Building Safety Plan Check Engineer will review the form and determine if the building is subject to the Ordinance.

If it has been determined that a retrofit is required, then you may continue to the next step which is submitting retrofit plans for strengthening the existing building.

If it is determined that the building is exempt, (with supporting documentation), no further action is necessary, and the building will be removed from the list of buildings requiring a Seismic Retrofit.

### RETROFIT PLANS

**Submit Retrofit Drawings to Building Safety (within 2 years from Date of Notification Letter)**

The owner should contact a licensed Professional Civil or Structural Engineer Registered in the State of California to provide further analysis and develop Retrofit Plans to meet the requirements of the Ordinance.

A complete Retrofit Plan set submittal generally contains a cover sheet/site plan, floor plans, elevations, framing plans and sections, a foundation plan, detail and notes, structural calculations, and a tenant impact mitigation plan.

Four complete Retrofit Plan sets and a permit application shall be submitted to City Hall second floor Building Safety Division counter for plan check review.

Building Safety will coordinate the intradepartmental review of the submittal to verify compliance with the requirements of the Ordinance and provide comments as necessary.

The Engineer of Record should respond to all comments and resubmit Retrofit Plans to Building Safety. Once all comments have been addressed and there are no further comments or corrections, plans will be approved.

Important to Note: Plan check submittals are valid for only one year after the date of application unless an extension is filed.

### PERMIT & CONSTRUCTION

**Obtain a Building Permit Building from the Building Safety Division (within 3 years from date of Notification Letter) and Commence Construction (within 4 years from date of Notification Letter)**

After the Retrofit Plan set has been approved, a Building Permit may be issued.

Contractors licensed in the State of California may pull Building Permits.

Prior to starting construction contractor to thoroughly review the Tenant Impact Mitigation Plan and plan and implement its requirements.

The contractor may start work once a permit is issued by Building Safety.

The contractor shall contact the City for inspections ([building.safety@culvercity.org](mailto:building.safety@culvercity.org)) as outlined on the retrofit drawings.

Inspections are required to verify that what is designed on the plans is what has been constructed.

Important to Note: Building permit will expire if work does not commence within 12 months.

### COMPLETE CONSTRUCTION

**Complete Construction and Building Permit Final (within 5 years from date of Notification Letter)**

Once construction is completed and all City Inspections have been completed without additional items or corrections noted, the Building Inspector will "Final" the permit.

A "Final" status indicates that construction for the retrofit is complete according to the approved set of plans.

Once the project attains a "Final" status, the City will issue a Certificate for your records. This will serve as verification that your Seismic Retrofit has been completed.

Important to Note: Building permit will expire if there is a lapse in inspections of more than 6 months.