



PLANNING AND DEVELOPMENT DEPT.  
BUILDING SAFETY DIVISION



9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

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## GENERAL NOTES

### For the Mandatory Retrofit Program Wood Frame Buildings with Soft, Weak or Open-Front Wall Lines (SWOF)

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#### **INSTRUCTIONS: Incorporate and fill out the general notes to the soft story cover sheet.**

1. **Notification to tenants and occupants.** The owner shall notify in writing all current and prospective residential and non-residential tenants, subtenants, lessees, sublessees, or any other person(s) entitled to the use and/or occupancy of the building (collectively, "tenants") of a proposed project submitted pursuant to this Subchapter. The notice shall include the information for the project, as determined by the City, including the scope of work, expected duration, and contact information for a representative of the contractor.
2. **Tenant protections.** The property owner must mitigate untenable conditions resulting from the project either through actions to ensure that tenants can safely remain in the building during the project or through the temporary relocation of tenants, in compliance with all applicable provisions of § [15.09.330](#).
3. I \_\_\_\_\_ (Engineer of Record) am responsible for designing this building's seismic strengthening in compliance with the minimum regulations of the Mandatory Earthquake Hazard Reduction. In Existing Wood-Frame Buildings with Soft, Weak, or Open-Front Walls (Subchapter [15.02.500](#)).
4. Contractor is responsible for temporary shoring design by registered design engineer. The design shall specify at what stage in the construction the foundation can support the gravity loads and may be removed. The stamp and signed shoring documents are to be on site and available to the inspector."
5. I \_\_\_\_\_ (the owner) understand the seismic evaluation and strengthening performed under this project is limited to that specified in the Mandatory Seismic Strengthening Provisions For Existing Wood Frame Buildings With Soft, Weak or Open-Front Walls (Subchapter [15.02.500](#)) which is intended to reduce the risk under a seismic event. I understand the full building has not been evaluated nor strengthen for other potential structural deficiencies that may cause a life safety concern, injury, or property damage risk under a seismic event.
6. Soft Story retrofit per **Culver City Ordinance No.: 2021-013**.
7. Structural observation is required for this project. Note on plans and list all required stages of observation. Verify structural observation **forms are signed** prior to final submittal. **CCMC 15.02**
8. Note on plan SMOKE ALARM and carbon monoxide alarms shall be verified by the contractor in all unit sleeping rooms/floors/hallways as applicable. (R314 & R315)

9. Garage floor surfaces shall be concrete and sloped maintained to a drain or toward the main vehicle entry. (R309.1)
10. A seismic gas shutoff valve is required for new construction and existing construction with a permit over \$10,000. **1208.13.1, CCMC 15.02.130**
11. Structures over 2 stories require a minimum 3000 psi concrete.
12. Existing Post beam connections along a SWOF shall be positively anchored by hardware, toe nailing and block nailing connection need to be updated.