



PLANNING AND DEVELOPMENT DEPT.
BUILDING SAFETY DIVISION



(310)253-5800

www.culvercity.org

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

SCREENING REPORT

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

The Screening Report is the first milestone set forth in Ordinance 2021-013 and Chapter 15.02.500 of the Culver City Municipal Code for the retrofit of existing wood frame buildings with soft, weak, or open front walls (SWOF). The Screening Report is intended to assist in the determination if a building requires a seismic retrofit or if the building is exempt from further evaluation.

The building information provided in the screening form will be reviewed by the City of Culver City to determine whether the seismic retrofit is required, in accordance with Ordinance 2021-015 and Chapter 15.02.500 of the Culver City Municipal Code.

The Screening Report must be prepared by a Design Professional (Civil Engineer, Structural Engineer, or Architect) licensed in the State of California.

Case #	Situs Address:
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SCREENING REPORT

For Existing Wood Framed Buildings with Soft, Weak, or Open Front Walls (SWOF)

Section 1: Building & Owner Information

Building Information*:

Building Address:			
Parcel Number:		Year Built:	
Number of Dwelling Units:		Number . of Stories above Grade:	
Basement:	Full <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/>		

Are there any other addresses or parcel numbers's associated with this building?

No ☐ Yes ☐ If yes, please list below:

Address:	Parcel #:	
Address:	Parcel #:	
Address:	Parcel #:	

Owner Information:

Name:			
Mailing Address:			
City, State:	Zip Code:		
Phone:	Email:		

*Each separate building requires a separate screening report.

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Section 2: Scope of Determination & Building Type

(To be completed by a California licensed Civil Engineer or Structural Engin,)

1. Was the original permit for construction applied for before October 23, 1978?

Yes ☐ No ☐

2. Is the first story of the building wood-framed? Yes ☐ No ☐

(This also includes wood-framed cripple walls constructed on top of masonry and/or concrete walls)

3. Does the building have any soft, weak, or open-front wall (SWOF) elevations on the first floor similar to the SWOF Building Configuration(s) exhibited on Page 8 & 9? Yes ☐ No ☐

If Yes, which SWOF Building Configuration(s) apply?

Type: A ☐ **B** ☐ **C** ☐ **D** ☐ **E** ☐ **F** ☐ **G** ☐
(Check All that Apply)

If ANY of the questions 1 through 3 above are marked No: The building may be exempt from compliance with Chapter 15.02.500 of the Culver City Municipal Code. Complete Sections 3, 4, and 5.

If ALL three of the questions 1 through 3 are marked Yes: The building is subject to compliance with Chapter 15.02.500 of the Culver City Municipal Code. Complete Section 3 and 5 only.

Previous Retrofit: Has the building been retrofitted previously? Yes ☐ No ☐
If Yes, complete Section 4.1.

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Section 3: Plan/Elevations Sketches & Photographs

In order to determine compliance with Chapter 15.02.500 of the Culver City Municipal Code, the following documents shall be submitted as attachments and reviewed by the Building Safety Division.

- 1) Provide a floor plan¹ of the ground floor, with dimensions and preferably to scale

The plan shall include the following:

- a. A dotted outline of the floor above the ground floor. Include the locations and dimensions of balconies, cantilevers, and setbacks
 - b. Provide labels identifying areas of different use or occupancy
 - c. Indicate north with an arrow and show street names lining the property
- 2) Provide elevations drawings¹ of the building perimeter indicating width of openings and total length of wall (openings shall include windows, doors, etc.)
 - a. Indicate apparent wall material (e.g. wood studs, metal studs, concrete, and/or masonry)
 - 3) Provide photographs² of the perimeter walls:
 - a. Indicate which elevation the photo show (e.g. North, South, East, West)
 - b. Please provide a date the photo was taken
 - c. A key plan identifying where each photograph was taken
 - 4) Identify exterior perimeter lines where seismic retrofit will be required
 - a. Methodology for evaluating SWOF deficiencies is defined in Section 3.0 of the Culver City Seismic Design Guideline

Upon review of the documents listed above, the Building Safety Division may require additional information.

Note: ¹Documents to be in 8 ½ x11 or 11x17 format only.

²For elevations visible from the street using Google Street View, snapshots will be accepted so long as the entire wall face is visible and not blocked by any obstructions.

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For Existing Wood framed buildings with soft, weak, or open front walls

Section 4: SWOF Deficiency Exemption – Only to be completed if filing for an exemption.

4.1 Exemption by Previous Retrofit

Has a previous seismic retrofit been completed? Yes ☐ No ☐

If yes, please provide the permit number _____

Does the previous completed seismic retrofit meet or exceed the requirements of Chapter 15.02.500 Culver City Municipal Code? Yes ☐ No ☐

Please attach supporting documentation to include drawings and supporting calculations for review by the Building Safety Division.

List Attachments Below:

4.2 Other Exemption

Please provide a detailed narrative indicating the reason for exemption & provide a list of support documents to justify exemption (calculations, photos, drawings, etc.)

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For Existing Wood Framed Buildings with Soft, Weak, or Open Front Walls (SWOF)

Section 5: Building Determination, Design Professional Statement, Owner Acknowledgment

Building Status of Compliance with Chapter 15.02.500 Culver City Municipal Code (Please check 1 box only):

Non-Exempt – Building is subject to Chapter 15.02.500 Culver City Municipal Code for (E) SWOF Building ☐ retrofit in accordance with

Non-Exempt – The Building is Historic and a modifications to the retrofit standard are being requested ☐

Exempt – Building is not subject to be retrofitted in accordance with Chapter 15.02.500 Culver City Municipal Code and Section 4 of this screening report. ☐

5.1 Design Professional

Under penalty of Perjury, I certify that the information provided in this screening report is based on my professional review of the building and its records, or review by others acting under my direct supervision, and is correct to the best of my knowledge.

Date Stamped and Signed

Firm Name

Design Professional Telephone

Design Professional Email

(Sign and Stamp)

5.2 Owner Acknowledgment

I have reviewed this this form with the Design professional and understand the conclusions of this screening report.

Print Name

Signature

Date

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SCREENING REPORT

For Existing Wood Framed Buildings with Soft, Weak, or Open Front Walls (SWOF)

FOR DEPARTMENT OF BUILDING & SAFETY DIVISION ONLY

-
- ☐ The Screening Report appears to be complete and is assumed correct based on design professional statements.
- ☐ The report is incomplete. Additional information is required (see below):

- | | |
|--|--------------------------|
| Section 1: Building & Owner Information | <input type="checkbox"/> |
| Section 2: Scope of Determination & Building Type | <input type="checkbox"/> |
| Section 3: Plan / Elevation Sketches & Photographs | <input type="checkbox"/> |
| Section 4: SWOF Deficiency Exemption | <input type="checkbox"/> |
| Section 5: Professional Statement and Owner Acknowledgment | <input type="checkbox"/> |

List additional information that is needed below:

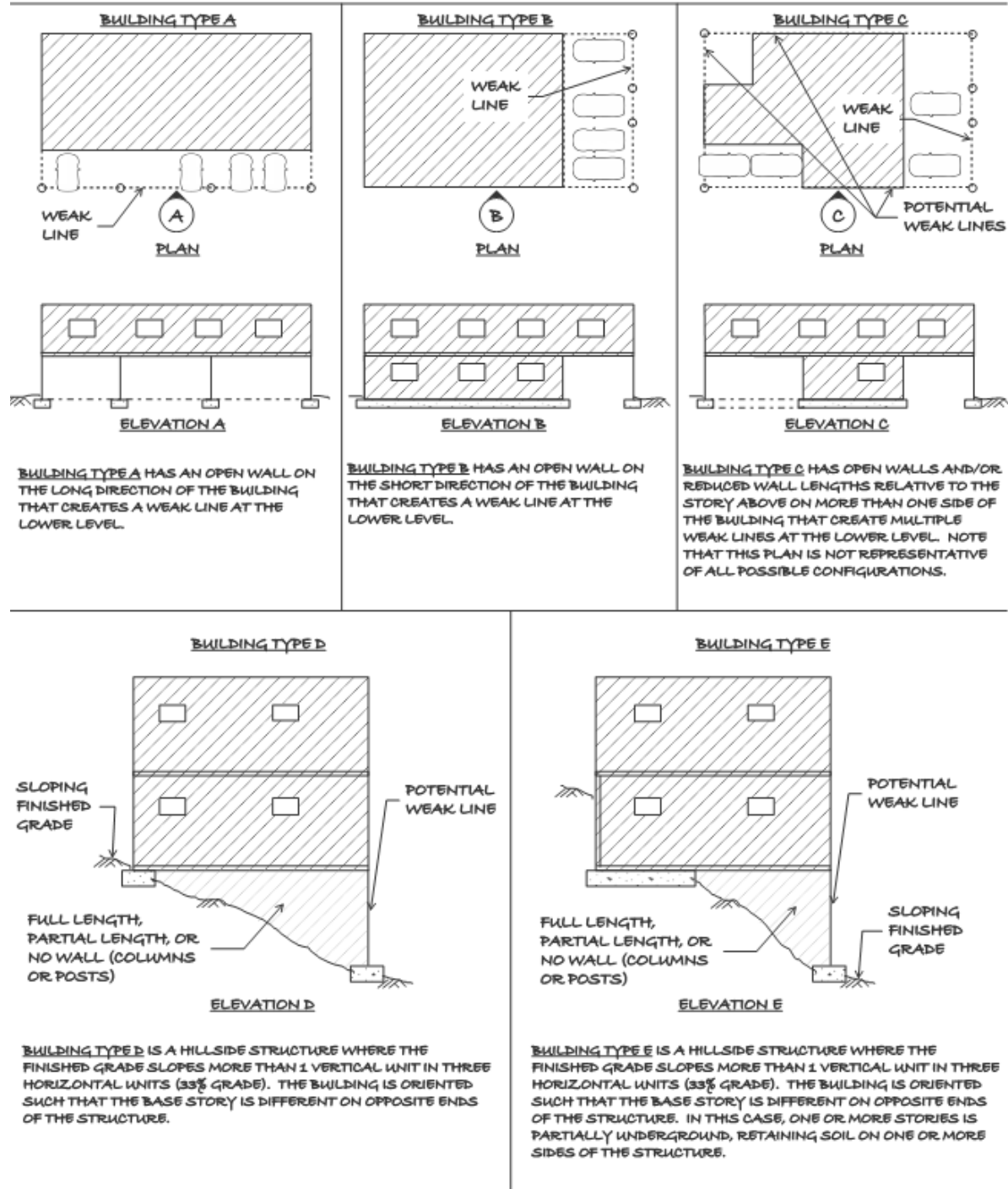
Building Safety Division Reviewer:

Signature

Date

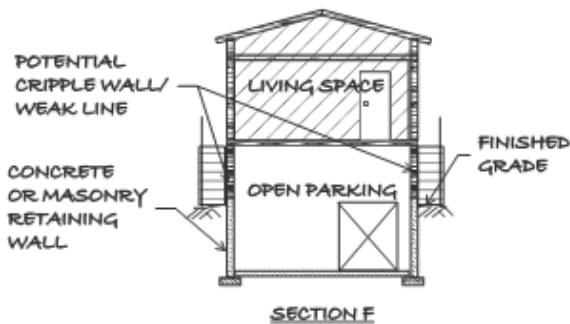
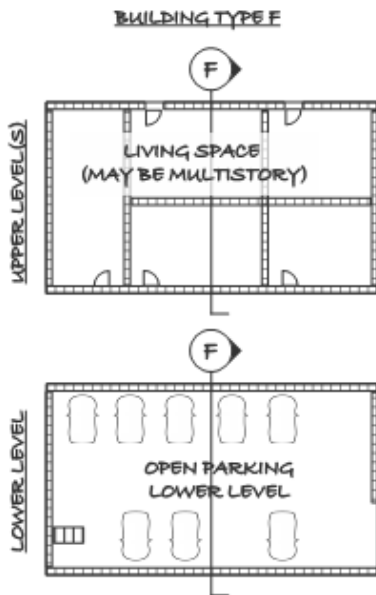
SCREENING REPORT

SWOF Building Configurations:

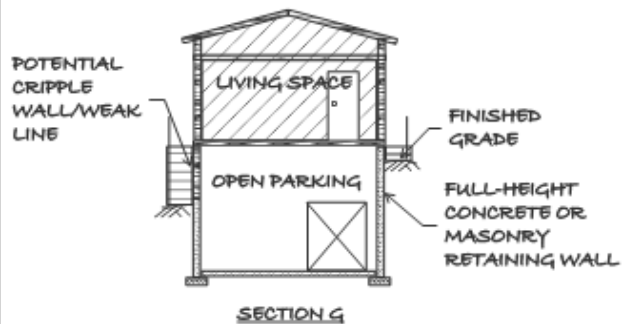
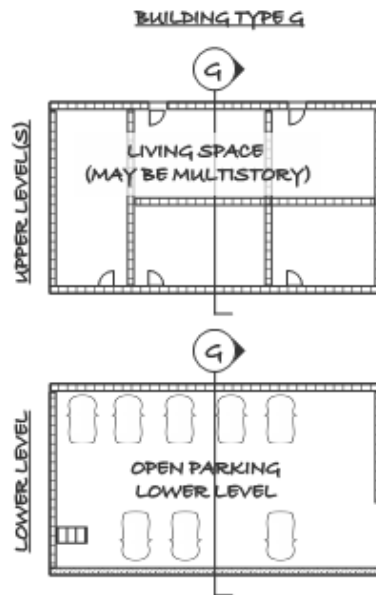


SCREENING REPORT

SWOF Building Configurations:



BUILDING TYPE F IS A MULTISTORY STRUCTURE WITH THE LOWEST LEVEL PARTIALLY UNDERGROUND. IT USES WOOD-FRAMED CRIPPLE WALLS ABOVE PARTIAL HEIGHT CONCRETE OR CMU RETAINING WALLS AROUND THE PERIMETER OF THE BUILDING. THE HORIZONTAL DIAPHRAGM CONSISTS OF WOOD CONSTRUCTION. THE LOWEST LEVEL IS TYPICALLY RESERVED FOR PARKING AND UTILITIES, WITH AN OPEN LAYOUT FOR VEHICLE ACCESSIBILITY.



BUILDING TYPE G IS A MULTISTORY STRUCTURE WITH THE LOWEST LEVEL PARTIALLY UNDERGROUND. IT USES A COMBINATION OF FULL HEIGHT CONCRETE OR CMU WALLS AND WOOD-FRAMED CRIPPLE WALLS ABOVE PARTIAL HEIGHT CONCRETE OR CMU RETAINING WALLS AROUND THE PERIMETER OF THE BUILDING. THE HORIZONTAL DIAPHRAGM CONSISTS OF WOOD CONSTRUCTION. THE LOWEST LEVEL IS TYPICALLY RESERVED FOR PARKING AND UTILITIES, WITH AN OPEN LAYOUT FOR VEHICLE ACCESSIBILITY.