



City of Beverly Hills | Building & Safety Division General Notes

THE FOLLOWING GENERAL NOTES SHALL BE MADE PART OF THE PLANS:

1. CONSTRUCTION IS ALLOWED BETWEEN THE HOURS OF 8:00 AM AND 6:00 PM, MONDAY THROUGH FRIDAY, AND IS PROHIBITED ON PUBLIC HOLIDAYS.
2. CONSTRUCTION-RELATED PARKING IS NOT ALLOWED ON A PUBLIC STREET, UNLESS OTHERWISE APPROVED AND PERMITTED BY THE BUILDING OFFICIAL. A CONSTRUCTION PARKING PLAN SHALL BE PREPARED AND SUBMITTED TO THE DEPARTMENT FOR REVIEW AND APPROVAL; ONCE APPROVED, THE PLAN MUST BE MADE PART OF FINAL DRAWINGS. [SAMPLE CONSTRUCTION-RELATED PARKING PLAN](#)
3. "NOTICE OF PENDING DEMOLITION/CONSTRUCTION" SHALL BE POSTED ON CONSTRUCTION FENCE AT LEAST 10 DAYS PRIOR TO START OF ANY WORK AND MAINTAINED DURING THE ENTIRE COURSE OF CONSTRUCTION. (A DIGITAL PHOTO MUST BE PRESENTED AS PROOF OF POSTING) THE SIGN SHALL BE OBTAINED FROM THE PLAN REVIEW ENGINEER OR THE BUILDING INSPECTOR IN THE BUILDING AND SAFETY DIVISION.
4. TILE SEWER MAY NOT BE COVERED BY NEW CONSTRUCTION.
5. BUILDINGS LOCATED IN VERY HIGH FIRE HAZARD SEVERITY ZONE (NORTH OF SUNSET), SHALL HAVE THEIR EXTERIOR WALLS AND EAVES CONSTRUCTED OF ONE-HOUR FIRE RESISTIVE CONSTRUCTION.
6. AN AUTOMATIC FIRE SPRINKLER SYSTEM SHALL BE INSTALLED IN ALL NEW BUILDINGS IN ACCORDANCE WITH NFPA 13. EXISTING BUILDINGS SHALL BE PROVIDED WITH SPRINKLER SYSTEM WHEN THE COST OF THE ADDITIONS, ALTERATIONS OR REPAIRS MADE TO THE BUILDING EXCEEDS 50% OF THE REPLACEMENT VALUE OF THE EXISTING STRUCTURE. (SECTION 9-2-2 OF ARTICLE 1 OF CHAPTER 2 OF TITLE 9 OF B.H.M.C.)
7. A PRE-CONSTRUCTION MEETING WITH THE CITY AND THE PROJECT TEAM (CONTRACTOR, OWNER, ENGINEER OR ARCHITECT) IS REQUIRED PRIOR TO BEGINNING ANY NEW CONSTRUCTION OR WHEN REQUIRED BY THE CITY. THE "PRE-CONSTRUCTION MEETING TOPICS" SHALL BE MADE PART OF PLANS, AND SIGNED BY ALL PARTIES AT THE MEETING. [PRE-CONSTRUCTION MEETING AGENDA](#)
8. ALL CONSTRUCTION PROJECTS SHALL COMPLY WITH THE "BEST MANAGEMENT PRACTICES" OUTLINED IN "ATTACHMENT A," FOR "STORM WATER POLLUTION CONTROL" AND "MINIMUM WATER QUALITY PROTECTION" REQUIREMENTS.
9. SOUND LEVEL OF OPERATING EQUIPMENT (E.G. POOL EQUIPMENT, H.V.A.C.) IS LIMITED TO FIVE (5) DECIBELS ABOVE THE AMBIENT NOISE LEVEL MEASURED AT THE PROPERTY LINE. (B.H.M.C. ARTICLE 4, CHAPTER 8).
10. ALL ROOF ASSEMBLIES OR ROOF COVERING MATERIAL SHALL BE CLASS A FIRE RETARDANT. NO WOOD ROOF SHALL BE PERMITTED AS ROOF COVERING MATERIAL.
11. FOR ALL NEW CONSTRUCTION AND WHEN REQUIRED BY THE CITY, A LICENSED SURVEYOR MUST CERTIFY THAT THE LOCATION OF THE FOOTING FORMS IS PER THE APPROVED PLANS BEFORE FOUNDATIONS CAN BE POURED. THE SURVEYOR MUST PROVIDE A PLOT PLAN SHOWING PRECISE DIMENSIONS TO THE PROPERTY LINES AND THE ELEVATION OF THE FORMS AS COMPARED WITH THE REFERENCE ELEVATION SHOWN ON THE APPROVED PLANS.
12. FOR ALL NEW CONSTRUCTION, AND WHEN REQUIRED BY THE CITY, A LICENSED SURVEYOR MUST CERTIFY THAT THE HEIGHT OF THE BUILDING IS IN ACCORDANCE WITH THE APPROVED PLANS. THE SURVEYOR MUST SHOW THE PRECISE HEIGHT OF THE BUILDING AS COMPARED WITH THE REFERENCE ELEVATION SHOWN ON THE APPROVED PLANS.
13. AN ACCURATE PLOT/SITE PLAN IS REQUIRED WITH EVERY PROJECT SUBMITTED FOR PLAN CHECK. THE PLOT/SITE PLAN SHALL BE DRAWN TO SCALE AND SHALL IDENTIFY ALL BUILDINGS AND IMPROVEMENTS ON SITE. THE PLAN MUST SHOW THE REQUIRED AND ACTUAL SETBACKS OF THE BUILDINGS FROM THE ADJOINING PROPERTY LINES OR PUBLIC RIGHT OF WAYS. THE PLOT/SITE PLAN SHALL ALSO INDICATE THE APPROXIMATE LOCATION OF THE BUILDINGS, STRUCTURES AND IMPROVEMENTS ON ADJOINING PROPERTIES WITHIN 15 FEET OF THE SUBJECT SITE.
14. TEMPORARY TOILET FACILITIES ARE REQUIRED DURING CONSTRUCTION. BEFORE THE START OF CONSTRUCTION OF ANY BUILDING OR STRUCTURE, AND BEFORE ANY REMODEL WHERE ALL TOILET FACILITIES ARE TEMPORARILY REMOVED, A TEMPORARY WATER- FLUSHED OR APPROVED CHEMICAL TOILET SHALL BE INSTALLED FOR USE BY THE WORKERS AND SHALL COMPLY WITH ALL OF THE FOLLOWING REQUIREMENTS:
 - I) SUCH TEMPORARY TOILET SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION OF THE BUILDING OR STRUCTURE;

- II) IF A WATER-FLUSHED TOILET IS USED, SUCH TOILET SHALL BE CONNECTED TO THE SEWER, AND TILE PIPE WITHOUT A VENT MAY BE USED FOR THE INSTALLATION;
 - III) SUCH TEMPORARY TOILET SHALL BE LOCATED WITHIN TWENTY-FIVE (25') FEET OF THE REAR PROPERTY LINE AND SHALL BE SET BACK AT LEAST TWENTY (20) FEET FROM ANY OTHER PROPERTY LINE UNLESS THE CITY BUILDING OFFICIAL APPROVES AN ALTERNATE LOCATION BECAUSE THE REQUIREMENTS OF THIS SUBSECTION PREVENT SERVICING THE TOILET OR ARE OTHERWISE INFEASIBLE; AND
 - IV) SUCH TEMPORARY TOILET SHALL NOT BE LOCATED ON PUBLIC PROPERTY WITHOUT THE APPROVAL OF THE DIRECTOR OF PUBLIC WORKS.
15. AN APPROVED WEATHERPROOFING CONSULTANT MUST CERTIFY THE INSTALLATION OF WEATHERPROOFING ON ALL RETAINING WALLS WHICH ARE ADJACENT TO INTERIOR AREAS OF THE BUILDING. THE CONSULTANT WILL NOT BE REQUIRED IF THE INSTALLER IS CERTIFIED IN WRITING BY THE MANUFACTURER.
 16. FOR ALL NEW CONSTRUCTION AND WHEN REQUIRED BY THE CITY, AN APPROVED WEATHERPROOFING CONSULTANT MUST CERTIFY THAT THE WEATHERPROOFING ELEMENTS OF THE BUILDING HAVE BEEN INSTALLED IN ACCORDANCE WITH THE APPROVED PLANS, ALL RELEVANT CODES, AND PER MANUFACTURERS SPECIFICATIONS. AT A MINIMUM, AN INSPECTION AND REPORT WILL BE REQUIRED BEFORE PLASTERING BEGINS AND BEFORE FINAL APPROVAL IS GRANTED.
 17. PRIOR TO FINAL APPROVAL, A CERTIFIED AIR BALANCER MUST PROVIDE A WRITTEN REPORT SHOWING THE AIR VOLUMES FOR ALL ELEMENTS OF A COMMERCIAL GARAGE EXHAUST SYSTEM OR A COMMERCIAL KITCHEN HOOD SYSTEM.
 18. FOUNDATION EXCAVATIONS SHALL BE INSPECTED AND APPROVED BY THE GEOTECHNICAL ENGINEER PRIOR TO REQUESTING CITY INSPECTION. THE GEOTECHNICAL ENGINEER SHALL PREPARE AND LEAVE A FIELD REPORT FOR THE CITY INSPECTOR.
 19. PRIOR TO FINAL APPROVAL, THE CITY MUST WITNESS A TEST OF ALL FIRE SMOKE DAMPERS.
 20. WATER CONSERVATION PLUMBING FIXTURES ARE REQUIRED FOR ALL NEW AND REPLACEMENT SHOWERHEADS, FAUCETS, TOILETS, AND URINALS.
 21. WATER EFFICIENT LANDSCAPING AND SMART IRRIGATION CONTROLLERS SHALL BE INSTALLED:
 - I) WHENEVER LANDSCAPE AREA EXCEEDS 2500 SQUARE FEET.
 - II) WHEN EXISTING LANDSCAPING IS ALTERED BY MORE THAN 50% AND IS MORE THAN 2500 SQUARE FEET.
 22. REVISIONS AND DETAIL CHANGES PROPOSED ON A PROJECT AFTER THE BUILDING PERMIT IS ISSUED SHALL BE COORDINATED AND COMMUNICATED WITH THE CITY'S PROJECT PLAN REVIEW ENGINEER/ARCHITECT (PRE). REVISIONS AND DETAIL CHANGES SHALL BE REVIEWED AND APPROVED BY THE PRE PRIOR TO REQUESTING AN INSPECTION. APPOINTMENTS ARE REQUIRED TO BE MADE WITH THE PRE TO REVIEW THE REVISED PLANS (ADDITIONAL REVIEW FEES MAY APPLY).
 23. THE PROJECT ARCHITECT, ENGINEER, AND APPLICANT UNDERSTAND THAT THEIR POINT OF CONTACT IS THE CITY'S PLAN REVIEW ENGINEER/ARCHITECT (PREA) FOR THE DURATION OF THE PROJECT. ALL RELATED PROJECT PLAN REVISIONS, OR PROPOSED NEW STRUCTURES, (E.G. DETACHED GARAGE, GUEST HOUSE, ACCESSORY STRUCTURE, POOL, FENCE/WALLS, AND PAVING ETC...) SHOULD BE DIRECTED TO THE CITY'S PREA. THE ARCHITECT SHOULD CONTACT THE PREA USING THEIR DIRECT TELEPHONE NUMBER IN ORDER TO MAKE AN OFFICE APPOINTMENT.
 24. ALL PLANNING DIVISION APPROVAL LETTERS, RESOLUTIONS, AND CONDITIONAL APPROVALS SHALL BE MADE PART OF PLANS. THE FINAL SET OF PLANS SHALL BEAR THE STAMP AND SIGNATURE OF THE PLANNING DIVISION INDICATING COMPLIANCE AND CONFORMITY WITH THE CONDITIONS OF APPROVAL OF THE PROJECT, PRIOR TO APPLYING FOR THE BUILDING PERMIT.
 25. A DIGITAL COPY OF "AS-BUILT" PLANS SHALL BE SUBMITTED TO THE BUILDING INSPECTOR PRIOR TO REQUESTING FOR FINAL INSPECTION. THE "ARCHITECT AND/OR REGISTERED PROFESSIONAL'S CERTIFICATION FORM" SHALL BE COMPLETED AND MADE PART OF THE PLANS AS A CONDITION OF THE BUILDING PERMIT ISSUANCE. PLEASE USE THE FOLLOWING LINK TO ACCESS THE FORM: [AGREEMENT TO PROVIDE DIGITAL FORMAT PLANS](#)
 26. THE [BUILDING INSPECTION RECORD](#) MUST BE PLACED ON THE FIRST SHEET OF THE PLANS AS A CONDITION OF CITY APPROVAL. PLAN PREPARERS (ARCHITECTS, DRAFTSPERSONS, DESIGNERS AND ENGINEERS) SHOULD VISIT THE BUILDING AND SAFETY WEBPAGE TO DOWNLOAD A COPY OF THE BUILDING INSPECTION RECORD AND COPY IT TO THE FIRST SHEET OF THE PLANS FOR PERMANENT RECORD. FAILURE TO INCLUDE THE BUILDING INSPECTION RECORD ON PLANS SUBMITTED FOR APPROVAL WILL RESULT IN A CORRECTION GIVEN TO THE APPLICANT TO RETURN THE PLANS TO THE PREPARER TO INCLUDE THE DOCUMENT AS PART OF THEIR PLANS.
 27. CONSTRUCTION FIELD REPORTS MUST BE SUBMITTED ELECTRONICALLY VIA EMAIL TO FIELDREPORTS@BEVERLYHILLS.ORG.

ELECTRONIC DOCUMENT SUBMITTAL - TWO STEP PROCESS

STEP 1. ATTACH YOUR ADOBE PDF FIELD REPORT DOCUMENT TO AN EMAIL WITH THE FOLLOWING INFORMATION:

- I) PROJECT ADDRESS
- II) PERMIT NUMBER
- III) CONTACT INFORMATION
- IV) IDENTIFY THE DOCUMENT TYPE (STRUCTURAL OBSERVATION, DEPUTY INSPECTION REPORT, ETC.)

STEP 2. SEND THE EMAIL WITH THE ATTACHED FILES TO THE BUILDING AND SAFETY DIVISION TO

FIELDREPORT@BEVERLYHILLS.ORG.

ACCEPTED ELECTRONIC FIELD REPORTS

- I) SURVEYS OF PROPERTY LINES, STRUCTURE HEIGHTS (ELEVATIONS), EASEMENTS, AND SETBACKS
- II) WATERPROOFING CERTIFICATE OF INSTALLATION
- III) STRUCTURAL OBSERVATIONS
- IV) GEO-TECHNICAL & SOIL REPORTS
- V) DEPUTY INSPECTOR REPORTS
- VI) ARCHITECT AS-BUILT CERTIFICATION
- VII) EVALUATION TESTING / LISTING REPORTS
- VIII) OTHER INSTALLATION CERTIFICATES (E.G. ENERGY, HERS RATING, AND CALGREEN COMPLIANCE FORMS)

28. THIS PROJECT IS SUBJECT TO THE CITY'S MUNICIPAL CODE REQUIREMENTS RELATED TO WATER CAPACITY, WATER SUPPLY, AND/OR WASTEWATER DEMANDS RESULTING FROM ONE OR MORE OF THE FOLLOWING CONDITIONS:

- NEW BUILDING
- ADDITIONS OF >1,000 SF TO EXISTING BUILDINGS
- BUILDING CHANGE OF USE
- NEW AND/OR ADDED HOTEL ROOMS
- NEW AND/OR ADDED SEATS TO AUDITORIUM/RESTAURANT
- REQUEST FOR NEW METER AND/OR METER UPSIZE
- ANY CONSTRUCTION PROJECT HAVING NEW, REFURBISHED, OR REMODELED LANDSCAPING WHICH REQUIRES A METER

AS A CONDITION OF PLAN REVIEW APPROVAL, YOU WILL BE REQUIRED TO SUBMIT PROOF OF PAYMENT, OR SUBMIT A SIGNED AFFIDAVIT ACKNOWLEDGING APPLICABLE WATER AND WASTEWATER FEES ASSOCIATED WITH THIS PROJECT THAT SHALL BE PAID UPON PROJECT FINAL.

AS A CONDITION OF THIS PROJECT APPROVAL, PLEASE CONTACT THE CITY'S PUBLIC WORKS DEPARTMENT TO ASSURE THERE IS SUFFICIENT WATER SUPPLY TO FULFILL THE WATER DEMANDS OF THE PROPOSED DEVELOPMENT. YOU WILL BE REQUIRED TO PAY THE CITY FOR ALL RELATED WATER SERVICES FEES INCLUDING PROCESSING, PLAN CHECKING, WATER CAPACITY, WATER SUPPLY, AND/OR WASTEWATER CAPACITY FEES AS A CONDITION OF PROJECT FINAL.

ALL WATER/WASTEWATER FEES INQUIRIES SHOULD BE DIRECTED TO THE PUBLIC WORKS DEPARTMENT, WATER DIVISION AT THE FOLLOWING:

VINCE DAMASSE
WATER RESOURCES MANAGER
CITY OF BEVERLY HILLS
345 FOOTHILL ROAD
BEVERLY HILLS, CALIFORNIA 90210
PHONE: (310) 285-2491
VDAMASSE@BEVERLYHILLS.ORG