



Construction Management Plan

Beverly Hills Administrative Code section 303.4.1 requires this document be completed when issuing a building permit with plan check to the City of Beverly Hills Development Services Division. This form will be considered as the project Construction Management Plan delineating the project timeline and establishing an agreement to comply with the listed dates during construction in accordance with section 303.4.1 of the Beverly Hills Administrative Code.

This document identifies the minimum required milestones of the building construction process and is to be filled out and submitted by the property owner and the project contractor, or licensed professional, to the City of Beverly Hills Development Services Division at the time of building permit issuance.

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

Supplemental Construction Management Plan: When a supplemental Construction Management Plan timeline is provided in lieu of completing the provided table below. Provide Owner Initials: _____

No.	Milestones Code Required Minimum Inspections	Start Date	Finish Date	Duration (Days)
1.	Demolition			
2.	Grading			
3.	Shoring and Excavation			
4.	Basement / Subterranean Garage			
5.	Footings & Foundation			
6.	Concrete Slab or Under-Floor			
7.	Lowest Floor Elevation			
8.	Trades (Mech, Plbg, Elec)			
9.	Rough Framing			
10.	Fire – and Smoke – Resistant Penetrations			
11.	Weather Proofing			
12.	Lath and/or Wallboard			
13.	Energy Compliance Inspection			
14.	Green Building Compliance			
15.	Site Grading / Landscaping			
16.	Final			

Total Project Timeline (Days): _____ Maximum 1095 Days (3 Years)

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

Construction Management Plan Requirements:

1. Construction Management Plan total time shall not exceed 3 years, unless authorized by the City prior to permit issuance. Construction permits are valid for a maximum period of 180 days upon issuance.
2. Property Owner shall post a Safety Deposit in the amount determined by the City of Beverly Hills in the form of a cash bond.
 - a. Safety Deposit shall be used for:
 - i. Security fencing,
 - ii. Remove construction site solid waste,
 - iii. Maintenance of landscaping (including lawns and parkways); and/or,
 - iv. Remediation of any other conditions determined by the City Building Official to be unsafe.
 - b. The owner shall deposit additional funds within five (5) business days of City's withdrawal, sufficient to maintain the required Safety Deposit amount at all times during the course of the work, until final inspection and issuance of a Certificate of Occupancy, if applicable

AGREEMENT TO COMPLY & MAINTAIN PROJECT TIMELINE

I, the undersigned, agree to the following:

Completion of construction and milestones inspections shall be completed as proposed in compliance with City of Beverly Hills Administrative Code and all other codes and laws, for the referenced construction project, and shall be congruent with the construction management plan as approved and issued by the City of Beverly Hills Community Development Department. Safety Deposit funds shall be paid prior to permit issuance and additional deposits be made within 5 business days of the City's withdrawal.

Property Owner (Name)

Property Owner (Signature)

Professional / Contractor (Name & License Number)

Professional / Contractor (Signature)

FOR OFFICE USE ONLY

Approved By: _____ Date: _____

Permit Number: BS _____

Cash Bond Paid: ☐ Yes ☐ No

Beverly Hills Administrative Code

303.4.1 Special building permit requirements. Prior to issuance of a building permit for a project requiring plan check, the owner shall prepare and submit a construction management plan (CMP) for all work, using a form provided by the City Building Official, or otherwise found acceptable by the City Building Official. The CMP shall set forth construction inspection milestones to be timely completed, that shall correspond to progress inspections required by the City's Technical Codes. If the CMP is approved, work may be commenced and shall comply in all respects with time limits set forth in the CMP. The total time within which to complete construction, as set forth in the CMP, shall not exceed three (3) years unless approved in writing by the City Building Official.

Prior to issuance of a building permit, the owner shall also post a safety deposit with an approved local financial institution ("Safety Deposit") in such amount as determined by the City Building Official based upon the potential need for imposition by the City of safety measures on the project site, capable of being unilaterally drawn upon by the City in the event construction ceases and/or an inspection milestone is missed. The Safety Deposit shall be in the form of cash or structured letter of credit satisfactory to the City Attorney, and shall be used solely to procure construction site security fencing, removal of construction site solid waste, maintenance of landscaping, including lawns and parkways, and/or remediation of any other conditions determined by the City Building Official to be unsafe, after the owner's refusal or failure to correct such condition(s). The owner shall deposit additional funds within five (5) business days of City's withdrawal, sufficient to maintain the required Safety Deposit amount at all times during the course of the work, until final inspection and issuance of a Certificate of Occupancy, if applicable.

Any failure by the owner to meet a CMP inspection milestone shall authorize the City Building Official to issue a notice requiring completion of the work and corresponding inspection within thirty (30) days ("Completion Notice"). Notwithstanding the foregoing, the City Building Official shall be authorized as otherwise provided under the Uniform Administrative Code, California Building Code, or any other provision of local or State law, to issue written orders requiring the immediate correction of any condition deemed to present an immediate and unreasonable risk of harm or danger to the public health and safety ("Safety Order"). The Building Official shall be authorized to utilize the Safety Deposit, consistent with the procedures set forth in this section, to implement measures to protect the public from any immediate and unreasonable risk of harm or danger on the project site, if the owner fails or refuses to timely comply with the Safety Order.

Every permit issued by the City Building Official shall expire and become null and void if the building or work authorized by such permit, including the inspection milestone, is not completed, or the

Safety Deposit is not made, prior to the expiration of the thirty (30) day period specified in the Completion Notice. In the event a permit expires, a stop work order may be issued, and the owner shall apply for, pay all new permit fees, submit a new CMP, and obtain a new permit before recommencing the work.

Prior to withdrawing funds from the Safety Deposit, the owner shall be provided ten (10) days prior written notice within which the owner may file a written appeal of the pending fund withdrawal. If no appeal is filed within said ten (10) day period, the City may withdraw funds in the amount stated in the notice. If an appeal is timely filed, then an informal hearing shall be scheduled to occur before a hearing officer who shall be appointed by the City Manager or designee and who shall be any person having no involvement with the determination to withdraw funds from the Safety Deposit. The owner shall be provided notice of the hearing which shall be set to occur not later than fourteen (14) days after receipt of the timely appeal. Prior to or at the hearing on the appeal, the owner shall submit (a) documentary evidence sufficient to establish that: all permit applications were timely filed; construction contracts were entered into in a diligent manner; compliance with all permit requirements occurred in a timely manner; and that all fees were timely paid; and (b) any other evidence demonstrating that construction delays, including any failure to comply with a Safety Order, resulted from circumstances beyond the owner's reasonable control and despite diligent and clearly documented efforts to achieve timely compliance.

Following the conclusion of the hearing, and based upon substantial evidence presented, the hearing officer shall be authorized to make any of the following determinations:

1. The owner shall be provided with up to thirty additional days within which to complete the work and required inspection;
2. Modify the determination to withdraw funds by authorizing a lesser amount to be withdrawn; or
3. Deny the appeal in its entirety.

The decision of the hearing officer shall be final.

A failure or refusal by an owner to make or fund a required Safety Deposit and/or allow any work of construction to remain in an unsafe condition as determined by the Building Official, or in unfinished condition beyond the time limits set forth in this section or a CMP, shall constitute a nuisance and may be abated as provided for the abatement of nuisances in the Beverly Hills Municipal Code.

In addition to the rights granted to the City Building Official pursuant to Section 202.3 of the Uniform Administrative Code, and consistent with the provisions of said section, the City Building Official shall have all rights to enter the property to inspect, mitigate unsafe conditions including boarding up of openings, abate unsafe weeds, remove unsafe construction materials and demolition waste, demolish unsafe structures, and otherwise to enforce any of the provisions of this section or Title 9 of the Beverly Hills Municipal Code.

**Bond Application****SECTION 1 - FOR CITY USE ONLY**

<input type="checkbox"/> New Bond <input type="checkbox"/> Amendment of Existing Bond		Bond Amount: \$
Job Address:		Application Date:
Property Owner:		Phone: () -
Bond Permit Number:	Resolution Number:	Reso. Year:
Form of Payment: <input type="checkbox"/> BOND <input type="checkbox"/> CASH <input type="checkbox"/> LETTER OF CREDIT <input type="checkbox"/> CERTIFICATE OF DEPOSIT		
<input type="checkbox"/> Release of Utility Meter (Cash Only): <input type="checkbox"/> Gas <input type="checkbox"/> Electrical <input type="checkbox"/> Sewer Cap at Property Line <input type="checkbox"/> Construction Management Plan <input type="checkbox"/> Other:		<input type="checkbox"/> Demolition (Cash Only) <input type="checkbox"/> In-Lieu Parking <input type="checkbox"/> Fine Arts Deposit <input type="checkbox"/> Grading <input type="checkbox"/> Indemnity
Bond Processing Fee (Per Bond per change): <input type="checkbox"/> Cash Bond: \$444.20 <input type="checkbox"/> Other Bond: \$626.20		
CONDITIONS FOR BOND RELEASE		
Refunds or release of deposits will be made upon the completion of the following work: <input type="checkbox"/> Approved "Final" Inspection on Permit Number: _____ <input type="checkbox"/> Compliance with Resolution/Development Agreement Conditions on Project <input type="checkbox"/> Off-Site Improvements <input type="checkbox"/> Permit Conditions of Approval <input type="checkbox"/> Other:		
Approved to Accept By:		Signature: _____ Date: _____
Payment Type: <input type="checkbox"/> Check No: _____, Issuer Name: _____ <input type="checkbox"/> Credit Card Last 4 Digits: _____, Name on Check/Card: _____ <input type="checkbox"/> Other Type: _____, Name of Issuer: _____		
Permit Number Requiring Bond:		Permit Type:

SECTION 2 - APPLICANT USE ONLY - BOND REFUND DETERMINATION

It shall be the responsibility of the "Applicant/Depositor" to provide written notice to the City stating that all bond conditions have been complied with and that a refund is requested. Deposits may be applied to any liability owed to the City of Beverly Hills. Refunds will be issued ONLY to the person or company listed below.

Name of Applicant/Depositor (Name as to appear on refund):

Depositor Affiliation: ☐ Owner ☐ Contractor ☐ Architect ☐ Other:

Depositor Mailing Address:

City: _____ State: _____ Zip Code: _____

Phone: () - Email: _____

PROPERTY OWNER

I acknowledge that the refund will be made payable to the entity/person listed on the "Name of Depositor" and I will keep all payment receipts for refund.

Name:

Signature: _____ Date: _____

DEPOSITOR

I acknowledge that the refund will be made payable to the entity/person listed on the "Name of Depositor" and I will keep all payment receipts for refund.

Name:

Signature: _____ Date: _____

Required Documentation for Submittal:	PRE	DST
<input type="checkbox"/> PRE Completed Section 1 of Bond Application	X	Verify
<input type="checkbox"/> Applicant Completed Section 2 of Bond Application	X	Verify
<input type="checkbox"/> Payment Receipt (Copy of Check)		X
<input type="checkbox"/> Approval to Accept Bond (Building Official / City Attorney for Surety, Indemnity, and Letter of Credits)	X	Verify
<input type="checkbox"/> Attached the required documentation for submittal to bond activity number in permit system.		X
<input type="checkbox"/> When a bond is required by Resolution, a copy of the resolution is provided.	X	Verify
<input type="checkbox"/> Other:		
<input type="checkbox"/>		

Payment Verification:

Does Depositor's name match the payment method (credit card, check issuer, or surety bond customer)?

☐ Yes- Check Name

☐ Yes- Credit Card Name

☐ No – Names do not Match, Payee ID Name: _____

Bond Amendments

☐ Identify the changes very clearly.

☐ Verified all bond amounts