Mandatory Wood Frame Soft-story Retrofit Program

PERMITTING AND INSPECTION PROCESS GUIDELINES

This Information Bulletin will provide guidance through the City's permitting and inspection process to help achieve compliance with Mandatory Retrofit Ordinances 183893 and 184081.

Property owners are required to hire or contract with a State of California licensed Engineer and/or Architect who will prepare technical documents including a structural analysis, architectural and structural plans to show compliance with the retrofit ordinance. These technical documents will need to be submitted to the City of Los Angeles Department of Building and Safety (LADBS) for review. Once the technical documents are reviewed and compliance with the Mandatory Retrofit Ordinance is confirmed by plan check staff, a building permit will be issued. Once a building permit is issued, construction can begin. Upon completion of construction and if final inspection is approved, a Certificate of Compliance will be issued to the property owner.

I. **Submittal Package.** The following documents are required for submittal.

A. Summarized document submittal list

1. **Architectural Plans**; <u>showing all affected areas of alteration</u>

a) General Information – i.e. project address, building & project site information

b) Site / Plot plan

c) Existing floor plan for each floor

d) All Exterior elevations

e) Cross-sections

f) Details – existing and new fire rating details on the new strengthening systems or affected area of work (if required)

2. **Structural Plans**, <u>showing all affected areas of alteration</u>

a) Existing Condition – foundation plan, framing plan, diaphragm, shear walls, etc.

b) New Construction – new strengthening system(s), foundation plan

c) Details – connections, collectors, drags, foundations, and anchors

3. **Grading Plans**, only if grading is proposed, i.e. removal and re-compaction

4. **Structural Calculations** - structural analysis and design of new strengthening system(s) or current existing condition as is, stamped and signed by a State of California licensed Engineer or Architect

5. **Other Documents**

a) Material specifications (Los Angeles Research Reports/ICC ESR)

b) Copy of permit(s) for past retrofit work (proof)

B. Expanded Information on Above Documents

1. **Architectural Plans**

a) **General Information**

(1) Plans shall be prepared with indelible ink (pen), or by a reproduction process, drawn to scale, fully dimensioned, and a minimum size of 11" x 17".

(2) Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes and relevant laws, ordinances, rules, regulations, and LADBS orders.

(3) The cover sheet shall have the following information:

(a) Project address

(b) Property owner's name, address, and phone number

(c) The name, title, address, and telephone number of architect or engineer responsible for the project

(d) Applicable coded and edition ***(2017 LABC, LAMC Div. 93, etc.)***

(e) Description detailing scope of all work

(f) Building information

(i) Occupancy group(s)

(ii) Type of construction

(iii) Gross floor area per floor

(iv) Building height

(v) Existing sprinkler system (if any)

(4) Index of all sheets of plans and attachments

b) **Plot Plan** shall include the following:

(1) Vicinity map with north arrow

(2) Lot dimensions, property lines, street(s), alley

(3) Building footprint showing area of work

(4) Fully dimensioned existing parking lot layout

(5) Easements and visible utilities on site

(6) Existing parking

c) **Existing and Proposed Floor Plans** -

(1) Show all egress path(s) with dimensions if the new work alters the path of egress or is adjacent.

(2) Identify possible structural (shear) wall(s) on the 1st and 2nd floor.

(3) Show existing parking layout

d) **All Exterior Elevations** – Show all building elevations, identifying all open, weak, and/or soft wall lines.

e) **Details.** Provide details of fire rating on new strengthening systems or affected area of work whenever required by code.

2. **Structural Plans**

a) **Existing Conditions.** Plans must show the following:

(1) Existing diaphragm

(2) Shear walls and sheathing type

(3) Framing materials

(4) Fastener type and spacing

(5) Diaphragm and shear wall connections

(6) Continuity ties and collector elements

(7) Portion of exiting materials that needs verification during construction

(8) Existing foundation location and size

b) **New Construction**

(1) **Foundation Plan**

(a) Size, type, location and spacing of all anchor bolts with the required depth of embedment, edge and end distances

(b) Location and size of all columns for braced or moment frames

(c) Referenced details for the connection of braced or moment frames to their footing

(d) Referenced sections for any grade beams and footings

(2) **Framing Plan / Strengthening System(s)**

(a) Length, location and material

(b) Width, location and material frame(s), type

(c) Referenced detail callouts for column to beam connections

(d) Beam to wall connections and shear transfer at floor and roof diaphragms

(e) Required nailing and length for wall top plate splices

(3) **Details**

(a) Moment Frame

(i) welds, nailers, clips - shear transfer

(ii) Steel moment frame (include LADBS "Steel Moment Frame Quality Assurance" standard plans)

(b) **Shear Wall Schedule** - referenced on the plans with capacity in pounds per foot with the following.

(i) Required fastener type, length, gauge and head size

(ii) Complete specification for the sheathing material and thickness

(iii) Required location of 3-inch (76 mm) nominal or two 2-inch (51mm) nominal edge members

(iv) Required flush nailing at the plywood surface

(v) Limits of mechanical penetrations showing the maximum notching and drilled hole sizes

(vi) Sill plate material. The limits of mechanical penetrations shall also be detailed

(vii) Required hold-down with its bolt, screw or nail sizes

(viii) Lumber size, grade and species of the attached framing member to the strengthening system

3. **Grading Plans**

a) Pad elevations, ground slope drainage pattern

b) Topographic plans (with 5'-0" contours)

c) Retaining walls and drainage systems

d) Shoring details (if required)

4. **Structural Calculation / Analysis Package**

a) Title Page

(1) Project address

(2) Property owner's name, address, and phone number

(3) The name, title, address, and telephone number of Engineer or Architect responsible for the project

(4) Stamped and signed by a State of California licensed Engineer or Architect

b) Table of Contents – referenced pages

c) Seismic Mass

d) Base Shear

e) Shear Transfer

f) Drag Strut

g) Foundation

II. **Plan Check Process.** After submittal, plans are reviewed for compliance. The following services are offered pending the extent of the work and complexity of the plans.

A. **Expanded Counter Plan Check (ECPC) Service** - offers an applicant the convenience of an over-the-counter plan check review on a project by appointment. The type of project which qualifies for ECPC is typically minor in complexity and can be plan checked in 90 minutes or less. *Engineer of record must be present.*

B. **Regular Plan Check (RPC) Service** – The applicant will need to submit the plans and calculations which will be reviewed within weeks. The type of project is typically complex and will require a significant amount time to review.

III. **Plan Check.** After the submitted documents have been reviewed, the documents will be returned along with a "Plan Review List (Correction Sheet)" and a "Clearance Summary Work Sheet". The applicant will need to address all the items listed on the "Plan Review List" and return for plan check verification. Plan check verification is done by appointment only. For efficiency, the responses to the corrections should be written, referencing the revised set of plans and/or the structural analysis.

IV. **Clearance Requirements.** The application will require clearances from the City Departments listed below. To avoid any time delay, please go to each Department listed in the "Clearance Summary Work Sheet" immediately for sign-offs. Each department will require time for review.

A. **Housing and Community Investment Department** – for tenant habitability plan (THP)

B. **Planning Department** – if the building is historical and/or in Historical Preservation Overlay Zone (HPOZ)

C. **Fire Department** – if means of egress has been altered

V. **Verification and Permit Issuance.**

A. **Verification Process** – the applicant must contact the plan check engineer to set up an appointment for plan check verification. Once all the items on the plan review list have been addressed, and the clearances obtained, the permit can be issued.

B. **Permit Issuance** – The following items are required at the time of permit issuance.

1. Copy of certificate of workers' compensation insurance made out to the contractor's state license board
2. Copy of your LA City business tax registration certificate (BTRC) or a newly paid receipt for one
3. Notarized letters of authorization for your agents
4. Copy of your contractor's license pocket ID card

5. Solid Waste Hauler Permit Information
6. Final clearance sign-off from Housing and Community Investment Department

C. **Approved Plans** – The final set of plans will be stamped approved. The plans should be readily available at the job site during construction.

VI. **Inspection Process.** All construction work shall follow the approved set of plans and shall be subject to inspection by authorized inspectors. It is the applicant's responsibility to notify the inspector when the work is ready for inspection. Work is generally inspected and approved in succession and no work may continue beyond the point indicated in each successive inspection without first obtaining the approval of the inspector. The approved set of plans must be provided at the job site. The following are phases (but not limited to) of construction for which inspection will be required.

A. **Pre-Construction Meeting** – Upon excavation and exposure of existing structural elements and connections and prior to installation of any new structural elements or members, the owner or owner's representative shall arrange a pre-construction meeting to be attended by the Engineer or Architect responsible for the structural design, contractor and the building inspector. The purpose of the meeting shall be to identify the major structural elements, connections and existing conditions that affect the vertical and lateral load systems of the structure and to review scheduling of the required observations.

B. **Foundation / Groundwork** – Call for inspection after reinforcement steel, anchors, and forms have been completed but before concrete is poured.

C. **Rough Framing** / **Steel Frames** – Call for inspection after framing (including plates, clips, and straps) have been installed and completed, but before the sheathing or any cover has been installed.

D. **Plywood Sheathing / Fire Proofing** – Call for inspection after sheathing or any cover has been installed.

E. **Final** – Call for inspection after all work has been completed.

F. ***For buildings which have been previously retrofitted or do not require any retrofit***, call for "final inspection" to verify that the existing building matches the approved set of plans.

***Note**: Please provide the "Structural Observation Report form" by the Engineer or the Architect of record and/or the "Continuous/Periodic Special Inspection Report form" by registered deputy inspector(s) to LADBS building inspector as required per the approved set of plans.*

VII. **Certificate of Compliance (CofC).** The certificate of compliance will be issued after the final inspection has been approved.