

SEISMIC RETROFIT GUIDE TO COMPLIANCE

A guide to comply with Santa Monica Municipal Code Chapters 8.58, 8.60, 8.64, 8.72, 8.76, and 8.80 (collectively known as 'Seismic Retrofit Ordinance'). Contact the Building and Safety Division at seismic@santamonica.gov if you have any questions.

NOTIFICATION **LETTER**

The following steps are required if you have received an Order from the City of Santa Monica Building Officer indicating that structure(s) you own may be subject to the City's Seismic Retrofit Ordinance:

EVALUATION REPORT

Submittal of evaluation report to the City by the deadline provided in the Building Officer Order.

A structural evaluation completed by a licensed engineer or architect shall be submitted to the City by the compliance date specified in the Building Officer Order (refer to the Noticing and Compliance Schedule). The evaluation shall provide a determination of whether or not the affected structure is required to undergo a seismic retrofit. A Building and Safety Plan Check Engineer will review the report to determine if the structure is subject to the Ordinance.

The submittal of an evaluation report may be bypassed and project may proceed to next step of plan review if letter from licensed engineer or architect is submitted stating that building is not in compliance and committing to retrofitting the building as required by law.

If a retrofit is required, the project continues to the next step of submitting retrofit plans for plan review. If a retrofit is not required, no further action is necessary and the building will be removed from the list of buildings requiring a seismic retrofit.



Submittal of retrofit plans and structural calculations to the City for plan review.

Retrofit project plans (including structural calculations) prepared by a licensed engineer and a permit application are submitted to the City's Electronic Plan Review system. Plan check reviewers will review the plans to verify compliance with all applicable regulations, and provide comments as necessary. Review and approval of a Means and Methods Plan is also required as part of plan review for tenantoccupied residential properties. Plan review is completed and plans are approved once all comments and corrections from City reviewers have been addressed.

Payment of plan review fees is required prior to routing of project plans for review. Payment of permit fees is required at time of permit issuance. Permit applications (i.e. plan review) expire one year from date plan review fees are paid, unless an extension is filed prior to the expiration date.



PERMIT

Building permit issuance.

A building permit to commence retrofit work may be issued once retrofit plans and structural calculations are approved in plan review. Refer to Who Can Pull a Building Permit? handout for details of who may legally obtain a permit and what associated documentation is required at time of permit issuance.

A contractor may begin retrofit work once a building permit is issued.

Inspections are required at varying stages of construction as outlined on the retrofit plans.

A building permit will expire if work does not commence within six months of permit issuance.



PROJECT

Completion of retrofit by the deadline prescribed in the Seismic Retrofit Ordinance.

A Building & Safety inspector will 'Final' a building permit once retrofit work is completed and all City inspections have been approved. A 'Final' status indicates that the retrofit project is completed in accordance with the approved project plans.