

# INFORMATION BULLETIN

---

## EARLY START PERMIT

Section 8.08.070(b) of the Santa Monica municipal Code (SMMC) authorizes issuance of partial permits to allow for the construction of part of a building, structure or building service equipment before the plans and specifications for the whole building, structure or building service equipment have been approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements. The holder of a partial (i.e. 'Early Start') permit shall proceed at their own risk and without any assurance that the building permit for the entire building, structure or building service will be granted.

The intent is to allow large projects to be built in phases since the review process for these projects typically take longer. The project management involved in this process is complex and requires a significant amount of City staff resources. As such, an Early Start permit shall only be considered for large multifamily, commercial, or mixed-use projects on a case-by-case basis, as determined by the Building Officer. This Information Bulletin details the City of Santa Monica's policy in considering and issuing an Early Start Permit for both 'Excavation and Shoring Only' and 'Foundation Only' permits, as well as detailing the minimum requirements that must be met.

### SITE PREPRATION AND EARLY START PERMIT POLICY AND REQUIREMENTS

- A complete building permit application with the associated sets of plans and construction documents for the entire development shall be submitted to the Building and Safety Division for concurrent review. Separate plan review numbers will be issued for tracking the progress of each submittal (i.e., Early Start Permit and overall project permit). Plan review fees shall be paid at time of plans/application submittal and prior to commencing plan review.
- Projects that have not yet received Planning entitlements are not eligible for an Early Start Permit.

Work authorized by an Early Start Permit may include all work at or below grade, such as:

- Site cleaning, including removal of any existing asphalt, and/or concrete slab,
- Excavation work under the proposed building footprint.
- Foundation, basement walls, interior walls and columns below grade, slab on grade, and structural slab at or below grade level.
  - NOTE: Plans shall clearly describe the scope of work covered by the Early Start Permit. Any plans that include other work/areas not included in the scope of the Early Start Permit (i.e., above grade structure) should be removed from the set of plans that will be approved, or clearly labeled 'as reference only.'

## EARLY START PERMIT REQUIREMENTS (FOR BOTH FOUNDATION ONLY AND EXCAVATION & SHORING ONLY)

- A comprehensive statement of scope of work on a building permit application and the cover sheet of the plans submittal clearly specifying the work to be included in the Early Start Permit.
- Sufficient plans are submitted for plan review to demonstrate the project complies with the current codes and regulations.
- The City of Santa Monica “Assumption of Risk Agreement for an Early Start Permit” has been signed by the property owner, architect, and engineer of the record (see attached).
- All applicable clearances from all departments or governmental agencies have been obtained on the main permit application for the building and the Early Start Permit application.
- 30-Day Notification(s) has been mailed to the adjacent properties per Section 3307 of Building Code.
- Site plan showing the property lines, location of any excavation and the distance of the excavation to the property lines. The site plan should clearly show all existing underground easements and the owners of the easements.
- A survey prepared, stamped, and signed by a licensed surveyor shall be provided.
- The Geotechnical report shall be reviewed and approved by Building and Safety Division.
- Geotechnical report shall include a study of the liquefaction potential of the site and its recommendation shall be incorporated in the plans.
- “Maintenance of Building Support” covenant is recorded with LA County Recorder’s Office, when required. This covenant is required when the support for a portion of the building on the adjacent property is provided by the subterranean walls of the proposed building.
- All fill material shall be compacted to 90 percent of maximum density as determined by ASTM D1557, Modified Proctor, in lifts not exceeding 12 inches in depth.
- Separate demo permit is required for each building at the site.
- The following must be printed on every sheet of the foundation only plans in a clearly visible location:

### **EARLY START PERMIT**

These plans constitute a partial permit, as requested by the owner. The owner and/or architect have signed an assumption of risk acknowledgment assuming all associated risks to allow the start of the construction project. The issuance of this early start permit does not convey any vested rights to a condition not in conformance with applicable codes and regulations. A subsequent permit is required for the remaining work before the project is complete.

## **ADDITIONAL EARLY START PERMIT REQUIREMENTS FOR FOUNDATION ONLY**

- Adequate construction details and structural calculations are provided to demonstrate that the proposed portion of the structure under the Early Start (Foundation Only) permit complies with the current code requirements.
- Complete foundation drawings including all relevant details related to the items as specified in the scope of work. All applicable loads (vertical and lateral, including overturning) shall be specified on the drawings for each element of the foundation.
- Accompanying calculations for the design of each element of the foundation per loads specified on the plans.
- A site plan and floor plans for the levels associated with the foundation only construction, with a note identifying them as 'for reference only.' Other sheets of the drawings should be excluded from the set or shall be clearly denoted as omitted or for reference only.
- Foundation design is in compliance with the soils/geology report and such report has been reviewed and approved by the Building and Safety Division.
- Foundation plans are reviewed, approved, signed, and stamped by the geotechnical engineer and geologist who has prepared the soils/geology report.

## **ADDITIONAL EARLY START PERMIT REQUIREMENTS FOR EXCAVATION & SHORING ONLY**

- A Permit Application is submitted for the Grading work. The estimated quantities of excavation, fill, Import, and export shall be shown on the plans.
- Grading plan which shows existing grade and finished grade in contour intervals of sufficient clarity to indicate the nature and the extent of the work and demonstrates compliance with the current Building Code. The Plans shall show the existing grade on adjoining properties in sufficient detail to identify the grade changes will conform to the requirements of the current Building Code. No grading is permitted on the adjacent properties without the consent of the property owners.
- Grading plan shall show the existing site drainage and the proposed drainage during the work.
- Geotechnical report prepared by a registered design professional shall be provided. The report includes the design requirements for shoring required to accomplish the proposed grading work. The report shall include slope stability studies, and recommendations and conclusions regarding site geology.
- Final Grading/Shoring Plans shall be reviewed and stamped by the geotechnical engineer who has prepared the geotechnical report.
- Slope of any excavation shall not be steeper than 1:2 (vertical/Horizontal), unless steeper slope is approved by the Geotechnical report.
- A Permit Application is submitted for the Shoring along with the required structural design calculation and plans.
- A Request for Modification is submitted to request for issuance of Excavation/Shoring permit before the permit for the proposed building is issued.
- Payment/posting of surety or cash bond prior to the issuance of the Early Start Permit.
- Stockpiling (fill surfaces) shall comply with Section J107.6 of Appendix J of Building Code.
- Special Inspection per Section 1705.6 of the current Building Code shall be provided.



BUILDING AND SAFETY DIVISION
Early Start Permit
Assumption of Risk Agreement

It is requested that an Early Start Permit be issued authorizing (select one) 1) excavation and shoring only, or 2) foundation only for the proposed building to be located at:

Project plans for the overall site and building development are on file and currently under review with the Building and Safety Division under plan review number: \_\_\_\_\_

If the requested Early Start Permit is issued, the undersigned understands and acknowledges that:

- 1. Review of the plans for the site and entire building development have not been approved for compliance with applicable Federal, State, and local laws. No work will be performed as part of the Early Start Permit other than what is described in the scope of work statement on the cover sheet of the drawings.
2. If, as a result of the plan review for the remainder of the building (i.e., site and entire building development), or any other applicable approval required, it is subsequently determined that the excavation or foundation elements permitted are not adequate for resisting the actual applied loads, we shall assume full responsibility and all risk of loss which may result due to any required changes. We agree that the building shall conform to the approved final plans as amended, without regard to the stage of construction.
3. The undersigned proceed at their own risk without assurance by the City that a building permit for the site and entire building development will be granted.

Table with 3 main sections: OWNER, ARCHITECT, ENGINEER. Each section has rows for Name, Company, Address, Signature, and Date.

