




Online Plan Review & Permit Application Guide

This [Online Plan Review & Permit Application \(OPA\)](#) is applicable for new Electronic Plan Review applications only. Modifications will be handled outside of the OPA portal. Separate structures require separate permits. Please submit one OPA per structure. You may also contact the City's Plan Review team if you have any preliminary questions:

- Plan Review Engineers: cdplanreview@beverlyhills.org
- Planners: cdplanning@beverlyhills.org

1. PROJECT DETAILS

ADDRESS	Street Number* <input type="text"/> Street Name* <input type="text"/> <small>Select an Option</small> Unit/Suite <input type="text"/> <p>Please indicate the unit where the work will take place. This field can be left blank if the structure does not contain any units nor suites</p>																																														
DESCRIPTION OF WORK*	 <p>Please be as descriptive as possible. Examples:</p> <ul style="list-style-type: none"> • NEW 2-STORY SFR WITH DETACHED GARAGE/PORTE-COCHERE WITH HABITABLE BASEMENT • REMODEL AND ADDITION TO EXISTING 2-STORY SFR • CONVERT EXISTING DETACHED GARAGE TO ADU AND ADD 250 SF • NEW ONE-STORY ACCESSORY DWELLING UNIT (ADU) • INTERIOR NON-MEDICAL OFFICE TI • INTERIOR AND EXTERIOR TI OF AN EXISTING RETAIL SPACE • CONVERT EXISTING RETAIL SPACE TO NON-MEDICAL OFFICE AND INTERIOR TI • INTERIOR AND EXTERIOR TI OF EXITING RESTAURANT • NEW 3-STORY MIXED-USE BUILDING WITH RETAIL AT GROUND FLOOR AND RESIDENTIAL • CONDOMINIUMS AT UPPER FLOORS • REMODEL EXISTING POOL • NEW POOL AND ATTACHED SPA • DEMOLITION OF EXISTING POOL/SPA • SOFT-STORY RETROFIT PER MANDATORY SEISMIC RETROFIT ORDINANCE NO. 18-O-2767 																																														
WORK PROPOSED ON*	<input type="radio"/> MAIN BUILDING <input type="radio"/> MAIN BUILDING <input type="radio"/> ACCESSORY BUILDING (Garage, Poolhouse, Home, etc., Accessory Dwelling Only) <input type="radio"/> SITE WORK (Front Yard Paving, Fence/Wall, Landscaping, etc.) <input type="radio"/> POOL/SPA																																														
FLOOR	<input type="text"/> AREA OF WORK (ESTIMATED SQ. FT.)* <input type="text"/> <p>Please indicate the floor where the work will take place (example: 1st, 2nd, etc.)</p> <p>Please indicate the estimated square footage. If replacing a fixture (example: water heater change-out), write: "0".</p>																																														
SELECT APPLICABLE PERMITS																																															
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<table border="1"> <thead> <tr> <th>PERMIT TYPE</th> <th>VALUATION</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> BUILDING (BS)</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> MECHANICAL</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> ELECTRICAL</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> PLUMBING</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> FIRE SPRINKLER</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> FIRE ALARM</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> GRADING</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> SHORING</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> ROOFING</td><td><input type="text"/></td></tr> </tbody> </table>	PERMIT TYPE	VALUATION	<input type="checkbox"/> BUILDING (BS)	<input type="text"/>	<input type="checkbox"/> MECHANICAL	<input type="text"/>	<input type="checkbox"/> ELECTRICAL	<input type="text"/>	<input type="checkbox"/> PLUMBING	<input type="text"/>	<input type="checkbox"/> FIRE SPRINKLER	<input type="text"/>	<input type="checkbox"/> FIRE ALARM	<input type="text"/>	<input type="checkbox"/> GRADING	<input type="text"/>	<input type="checkbox"/> SHORING	<input type="text"/>	<input type="checkbox"/> ROOFING	<input type="text"/>	<p>Plan Review & Permit fees are based on the value placed in the "valuation" field. Valuation is considered the standard cost of labor and materials.</p> <p>When a trade permit is required in conjunction with a building permit, the overall project valuation and associated permits will be assessed at the overall project valuation (building, mechanical, electrical, and plumbing permits will all be assigned with the same valuation). City staff may alter the valuation based on their review of the scope.</p> <table border="1"> <tbody> <tr><td><input type="checkbox"/> ASBESTOS ABATEMENT</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> DEMOLITION</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> ARTIFICIAL TURF</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> FENCE / WALL</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> FRONT YARD PAVING</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> LOW VOLTAGE ELECTRICAL</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> CERTIFICATE OF OCCUPANCY</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> SANDBLASTING</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> SIGN</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> CONSTRUCTION -RELATED PARKING</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> TEMPORARY TENT</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> TEMPORARY STAGE/TRUSS</td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/> TEMPORARY EVENT GENERATOR</td><td><input type="text"/></td></tr> </tbody> </table>	<input type="checkbox"/> ASBESTOS ABATEMENT	<input type="text"/>	<input type="checkbox"/> DEMOLITION	<input type="text"/>	<input type="checkbox"/> ARTIFICIAL TURF	<input type="text"/>	<input type="checkbox"/> FENCE / WALL	<input type="text"/>	<input type="checkbox"/> FRONT YARD PAVING	<input type="text"/>	<input type="checkbox"/> LOW VOLTAGE ELECTRICAL	<input type="text"/>	<input type="checkbox"/> CERTIFICATE OF OCCUPANCY	<input type="text"/>	<input type="checkbox"/> SANDBLASTING	<input type="text"/>	<input type="checkbox"/> SIGN	<input type="text"/>	<input type="checkbox"/> CONSTRUCTION -RELATED PARKING	<input type="text"/>	<input type="checkbox"/> TEMPORARY TENT	<input type="text"/>	<input type="checkbox"/> TEMPORARY STAGE/TRUSS	<input type="text"/>	<input type="checkbox"/> TEMPORARY EVENT GENERATOR	<input type="text"/>
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2 (A). APPLICANT

COMPANY NAME	<input type="text"/>		
FIRST NAME	<input type="text"/>	LAST NAME	<input type="text"/>
EMAIL*	<input type="text"/> The email address entered in this field will be your Electronic Plan review login.		
ADDRESS	<input type="text"/>	CITY, STATE, ZIP	<input type="text"/> <input type="text"/> <input type="text"/>
PHONE*	<input type="text"/>	OFFICE PHONE	<input type="text"/>

2 (B). OWNER

SAME AS APPLICANT	<input type="checkbox"/>	COMPANY NAME	<input type="text"/>
FIRST NAME	<input type="text"/>	LAST NAME	<input type="text"/>
EMAIL	<input type="text"/>		
ADDRESS	<input type="text"/>	CITY, STATE, ZIP	<input type="text"/> <input type="text"/> <input type="text"/>
PHONE	<input type="text"/>	HOME PHONE	<input type="text"/>

2 (C). CONTRACTOR

SAME AS APPLICANT	<input type="checkbox"/>	COMPANY NAME	<input type="text"/>
FIRST NAME	<input type="text"/>	LAST NAME	<input type="text"/>
EMAIL	<p>You may submit the OPA without a contractor to initiate an Electronic Plan Review. However, a contractor will be required after plan check is complete, and before the permit can be issued.</p>		
ADDRESS	<p>ADDITIONAL NOTE:</p> <p>You do not need to fill this section out if you are applying for a permit as an "owner-builder." (Owner-Builder projects are only applicable for owner-occupied single family residences or owner-occupied condos [interior work]).</p> <p>When you sign a building permit application as an owner-builder, you assume full responsibility for all phases of your project and its integrity.</p>		
PHONE	<p>An owner-builder is a person who owns the property and acts as their own general contractor on the job, and either does the work themselves or has employees (or subcontractors) working on the project. The work site must be your primary residence that you have occupied for 12 months prior to completion of the work. The homeowner cannot construct and then sell more than two structures during any three-year period.</p>		
LICENSE	<input type="text"/>	LICENSE EXP DT	<input type="text"/>

2 (D). ENGINEER

SAME AS APPLICANT	<input type="checkbox"/>	COMPANY NAME	<input type="text"/>
FIRST NAME	<input type="text"/>	LAST NAME	<input type="text"/>
EMAIL	<input type="text"/>		
ADDRESS	<input type="text"/>	CITY, STATE, ZIP	<input type="text"/> <input type="text"/> <input type="text"/>
PHONE	<input type="text"/>	OFFICE PHONE	<input type="text"/>
LICENSE NO	<input type="text"/>	LICENSE EXP DT	<input type="text"/>

2 (E). ARCHITECT

SAME AS APPLICANT	<input type="checkbox"/>	COMPANY NAME	<input type="text"/>
FIRST NAME	<input type="text"/>	LAST NAME	<input type="text"/>
EMAIL	<input type="text"/>		
ADDRESS	<input type="text"/>	CITY, STATE, ZIP	<input type="text"/> <input type="text"/> <input type="text"/>
PHONE	<input type="text"/>	OFFICE PHONE	<input type="text"/>
LICENSE NO	<input type="text"/>	LICENSE EXP DT	<input type="text"/>

3. DECLARATIONS

3.1

Does this structure have one or more dwelling unit(s) that is tenant occupied: Yes No

If Yes, Comply Per BHMC 9-1-108, L: Construction Means and Method Plan Required.

3.2 LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect

License Class: <input type="text"/>	Lic No: <input type="text"/>
<input type="checkbox"/> By checking this box, you are electronically signing	Date: <input type="text"/>

3.3 OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's State License Law for the following reason (Sec. 7031.5, Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the project with a contractor(s) licensed pursuant to the Contractor's State License Law.):

(Owner-Builder projects are only applicable for owner-occupied single family residences or owner-occupied condos [interior work]).

An owner-builder is a person who owns the property and acts as their own general contractor on the job, and either does the work themselves or has employees (or subcontractors) working on the project.

I, as owner, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the project with a contractor(s) licensed pursuant to the Contractor's State License Law.).

The work site must be your primary residence that you have occupied for 12 months prior to completion of the work. The homeowner cannot construct and then sell more than two structures during any three-year period. The structure is not intended for sale (Sec. 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the project with a contractor(s) licensed pursuant to the Contractor's State License Law.).

Please read the options carefully, and choose one of the three Owner Builder options. employees, provided that the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the project with a contractor(s) licensed pursuant to the Contractor's State License Law.).

I am exempt under Sec. Bus. and Prof. Code, for this reason:

Owner Name:

By checking this box, you are electronically signing Date:

3.4 ARCHITECT/ENGINEER DECLARATION

I am exempt from contractors' licensing laws under Sec. 7051, Bus. and Prof. Code for this reason: I am acting solely in my professional capacity.

Print Name:

By checking this box, you are electronically signing Date:

3.5 WORKER'S COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

Please read the options carefully, and choose one of the three Workers Compensation options.

I have and will maintain a certificate or consent to self-insure for worker's compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy number are:

Policy No:

Company:

Print Name:

By checking this box, you are electronically signing Date:

3.6 CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California, and agree that, if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Print Name:

By checking this box, you are electronically signing Date:

WARNING: FAILURE TO SECURE WORKER'S COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

3.7 CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. Code).

Lender's Name and Address You do not need to fill this section out if you are not using a Construction Lending Agency.

3.8 ASBESTOS DECLARATION (DEMOLITION) (HEALTH AND SAFETY SEC. 19827.5)

Please mark the appropriate box and sign below:

The building to be demolished has been surveyed and it does does not contain asbestos. A copy of the notification form as required by SCAQMD Rule 1403 is enclosed.

Please choose one of the two options

Print Name:

By checking this box, you are electronically signing Date:

3.9 I CERTIFY THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE INFORMATION IS CORRECT. I AGREE TO COMPLY WITH ALL CITY AND COUNTY ORDINANCES AND STATE LAWS RELATING TO BUILDING CONSTRUCTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THIS CITY AND COUNTY TO ENTER UPON THE ABOVE-MENTIONED PROPERTY FOR INSPECTION PURPOSES.

Applicant/Agent Name:

By checking this box, you are electronically signing Date:

FILE ATTACHMENTS

CONTRACTOR AGENT AUTHORIZATION LETTER	
ASBESTOS CLEARANCE REPORT	
MEANS & METHOD PLAN	
HOA APPROVAL LETTER	