



CITY OF BEVERLY HILLS
Plan Review / Permit Application

SEPARATE STRUCTURES REQUIRE SEPARATE PERMITS

* VALUATION

☐ BUILDING: *	☐ ACCESSORY DWELLING: *	☐ ELECTRIC VEHICLE: *
☐ MECHANICAL: *	☐ SECOND UNIT: *	☐ SOLAR PANEL: *
☐ ELECTRICAL: *	☐ SOFT STORY RETROFIT: *	☐ MEDICAL GAS: *
☐ PLUMBING: *	☐ ASBESTOS ABATEMENT: *	☐ SANDBLASTING: *
☐ FIRE SPRINKLER: *	☐ DEMOLITION: *	☐ SIGNAGE: *
☐ FIRE ALARM: *	☐ ARTIFICIAL TURF: *	☐ TEMPORARY TENT: *
☐ GRADING: *	☐ FRONT YARD PAVING: *	☐ TEMP. STAGE/TRUSS: *
☐ SHORING: *	☐ FENCE / WALL: *	☐ ADMIN. SEISMIC INV.: *
☐ POOL/SPA: *	☐ WATER EFF. LANDSCAPING: *	☐ LOW VOLTAGE: *

PROJECT ADDRESS			
UNIT/SUITE		VALUATION (LABOR & MATERIALS)	
FLOOR		AREA OF WORK (ESTIMATED SQ.FT.)	

▼ DESCRIPTION OF WORK ▼

APPLICANT (REQUIRED)				
ADDRESS				
CITY		STATE		ZIP
OFFICE PHONE		CELL PHONE		
E-PLAN ACCESS E-MAIL (REQUIRED)				

PROPERTY OWNER (REQUIRED)				☐ APPLICANT
ADDRESS				
CITY		STATE		ZIP
HOME PHONE		CELL PHONE		
E-MAIL (REQUIRED)				

CONTRACTOR			☐ APPLICANT (REQUIRED IF VALUATION IS \$1,000 +)	
ADDRESS				
CITY		STATE		ZIP
OFFICE PHONE		STATE LICENSE		EXPIR.
E-MAIL (REQUIRED)				

ARCHITECT				☐ APPLICANT
ADDRESS				
CITY		STATE		ZIP
OFFICE PHONE		STATE LICENSE		EXPIR.
E-MAIL (REQUIRED)				

ENGINEER				☐ APPLICANT
ADDRESS				
CITY		STATE		ZIP
OFFICE PHONE		STATE LICENSE		EXPIR.
E-MAIL (REQUIRED)				



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MEANS & METHOD PLAN (MMP) DECLARATION

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

If "NO", do not proceed to the next MMP question, STOP HERE, a Means and Method Plan is not required. If "YES", proceed to the next MMP question.

Will the work take more than one day? Yes ☐ No ☐

If "NO", STOP HERE, a Means and Method Plan is not required. If "YES", a Means and Method Plan may be required (BHMC 9-1-108L).

Please contact the Rent Stabilization Division at bhrent@beverlyhills.org or 310-285-1000 for additional information.

Print Name _____ Signature _____ Date _____

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 _____ License No. _____ Signature _____ Date _____

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred (\$500).):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who does the work himself or herself or through his or her own employees, provided that the improvements are not intended or offered for sale. If, however, 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 Contractors' 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 Contractors' State License Law.).

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

Owner Name _____ Signature _____ Date _____

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 _____ Signature _____ Date _____

WORKERS' COMPENSATION DECLARATION

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

☐ I have and will maintain a certificate of consent to self-insure for workers' 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 workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Policy No. _____ Company _____

Print Name _____ Signature _____ Date _____

CERTIFICATE OF EXEMPTION FROM WORKERS' 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 workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Print Name _____ Signature _____ Date _____

WARNING: FAILURE TO SECURE WORKERS' 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.

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 _____

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.

☐ The building contained asbestos and the abatement work has been completed. A copy of the completion certificate is enclosed.

Owner or Agent Name _____ Signature _____ Date _____

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.

Print Name _____ Signature of Applicant or Agent _____ Date _____