



CITY OF BEVERLY HILLS
Community Development Department
455 North Rexford Drive, 1st
Floor Beverly Hills, CA 90210
Tel. (310) 285-1000
<http://beverlyhills.org>

Construction Management Plan

Beverly Hills Municipal Code 9-1-109(E) requires this document be completed when issuing a building permit with plan check to the City of Beverly Hills Development Services Division. This form will be considered as the project Construction Management Plan delineating the project timeline and establishing an agreement to comply with the listed dates during construction in accordance with the Municipal Code.

This document identifies the minimum required milestones of the building construction process and is to be filled out and submitted by the property owner and the project contractor, or licensed professional, to the City of Beverly Hills Development Services Division at the time of building permit issuance.

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

Supplemental Construction Management Plan: When a supplemental Construction Management Plan timeline is provided in lieu of completing the provided table below. Provide Owner Initials: _____

No.	Milestones Code Required Minimum Inspections	Start Date	Finish Date	Duration (Days)
1.	Demolition			
2.	Grading			
3.	Shoring and Excavation			
4.	Basement / Subterranean Garage			
5.	Footings & Foundation			
6.	Concrete Slab or Under-Floor			
7.	Lowest Floor Elevation			
8.	Trades (Mech, Plbg, Elec)			
9.	Rough Framing			
10.	Fire – and Smoke – Resistant Penetrations			
11.	Weather Proofing			
12.	Lath and/or Wallboard			
13.	Energy Compliance Inspection			
14.	Green Building Compliance			
15.	Site Grading / Landscaping			
16.	Final			

Total Project Timeline (Days): _____ Maximum 1095 Days (3 Years)

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

Construction Management Plan Requirements:

1. Construction Management Plan total time shall not exceed 3 years, unless authorized by the City prior to permit issuance. Construction permits are valid for a maximum period of 365 days upon issuance.
2. Property Owner shall post a Safety Deposit in the amount determined by the City of Beverly Hills in the form of a cash bond.
 - a. Safety Deposit shall be used for:
 - i. Security fencing,
 - ii. Remove construction site solid waste,
 - iii. Maintenance of landscaping (including lawns and parkways); and/or,
 - iv. Remediation of any other conditions determined by the City Building Official to be unsafe.
 - b. The owner shall deposit additional funds within five (5) business days of City's withdrawal, sufficient to maintain the required Safety Deposit amount at all times during the course of the work, until final inspection and issuance of a Certificate of Occupancy, if applicable

AGREEMENT TO COMPLY & MAINTAIN PROJECT TIMELINE

I, the undersigned, agree to the following:

Completion of construction and milestones inspections shall be completed as proposed in compliance with City of Beverly Hills Administrative Code and all other codes and laws, for the referenced construction project, and shall be congruent with the construction management plan as approved and issued by the City of Beverly Hills Community Development Department. Safety Deposit funds shall be paid prior to permit issuance and additional deposits be made within 5 business days of the City's withdrawal.

Property Owner (Name)

Property Owner (Signature)

Professional / Contractor (Name & License Number)

Professional / Contractor (Signature)

FOR OFFICE USE ONLY

Approved By: _____ Date: _____

Permit Number: BS _____

Cash Bond Paid: ☐ Yes ☐ No

**COMMUNITY DEVELOPMENT DEPARTMENT**

455 North Rexford Drive
Beverly Hills, CA 90210
Tel. (310) 285-1000
cdpermits@beverlyhills.org

Bond Application

SECTION 1: CITY USE ONLY

Job Address:		Application Date:	
Bond Activity #:		Bond \$ Amount:	
Permit # Requiring Bond:		Permit Type:	
☐ New Bond ☐ Amendment of Existing Bond			
Approved Form of Payment: ☐ Check, Credit Card, or Wire Transfer ☐ Letter of Credit or Surety			
☐ Construction Management Plan	☐ Indemnity	☐ Utility Release (Gas Meter)	
☐ Demolition	☐ Open Air Dining	☐ Vacant Lot Bond	
☐ Grading	☐ Utility Release (Electric Meter)	☐ Other: _____	
REFUNDS OR RELEASE OF SURETY WILL BE MADE UPON THE COMPLETION OF THE FOLLOWING:			
☐ "Final" Inspection of Permit #: _____		☐ Off-Site Improvements	
☐ Compliance with Resolution or Development Agreement Conditions on Project		☐ Permit Conditions of Approval	
		☐ Other: _____	
Approved to Accept By:		Signature:	

SECTION 2: APPLICANT PORTION

Property Owner:	
Applicant/Depositor: (Name as to appear on future bond refund.)	
Depositor Affiliation: ☐ Owner ☐ Contractor ☐ Architect ☐ Other: _____	
Depositor Mailing Address:	
Depositor Email:	
Depositor Phone:	
Payment Type:	
☐ Check #: _____	☐ Wire Transfer
☐ Credit Card Last 4 Digits: _____	☐ Surety or Letter of Credit, Company: _____

A NON-REFUNDABLE PROCESSING FEE WILL BE CHARGED PER BOND ACTIVITY

It shall be the responsibility of the "Applicant/Depositor" to provide written notice to the City stating that all bond conditions have been complied with and that a refund is requested. Deposits may be applied to any liability owed to the City of Beverly Hills. Refunds will be issued ONLY to the person or company listed below.

Indemnity, Duty to Defend and Obligation to Pay Judgments and Defense Costs, Including Attorneys' Fees, Incurred by the City.

The Applicant shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, volunteers, agents, and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees") from and against any claims, damages, actions, causes of actions, lawsuits, suits, proceedings, losses, judgments, costs, and expenses (including, without limitation, attorneys' fees or court costs) in any manner arising out of or incident to the City's actions related to this Bond Application. The City shall have the right to select legal counsel of its choice. The Applicant shall reimburse the City, and the other Indemnitees, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

Owner Signature: I acknowledge that the refund will be made payable to the entity/person listed on the "Name of Depositor" and I will keep all payment receipts for refund.	Depositor Signature: I acknowledge that the refund will be made payable to the entity/person listed on the "Name of Depositor" and I will keep all payment receipts for refund.
Date:	Date: