

## **BUILDING AND TENANT IMPROVEMENT PROCESS IN THE CITY OF BEVERLY HILLS**

If you are planning any type of improvements, major or minor, to a building that you own or lease, it is highly recommended that design professionals, tenants and building owners schedule a pre-design conference with Building and Safety Department staff as early in the design process as possible.

**A PRE-DESIGN CONFERENCE** is a meeting between the owner/tenant, design team, and City staff to exchange project specific information early in the design and space planning process. There are no charges for these meeting, and they can take place prior to purchase of your building or signing your lease.

**YOUR ARCHITECT AND CITY STAFF** are typically involved in the meeting; however, we encourage building owners, tenants and other members of the design team to attend. The Building and Safety Department's plan review engineer will coordinate with other City departments to fully address all the project's issues. For continuity and efficiency, the plan review engineer coordinating the meeting will conduct the project's plan review, and will serve as the initial point of contact with the design team.

With some basic project and building information, the City can provide guidance with regard to your project and notify you of **SPECIFIC CONDITIONS** affecting the property or space you intend to improve and occupy.

While pre-design conferences are not required, the City has found that early contact and information exchanges between the owner/tenant, design team and City staff improve communication and prove to be key ingredients in the success of a project.

**PRE-CONSTRUCTION CONFERENCE:** Just prior to the issuance of building permits, you will be invited to attend a pre-construction conference. These meetings are also project specific and are intended to address construction issues related to your project. Attendees typically include the tenants/owners, design team, contractors, inspectors and other City staff. Please contact the Building and Safety Department at 310-285-1141 to schedule a pre-design or pre-construction conference.

### **Building and Safety Departmental Contacts**

Permits	310-285-1141
Bldg. Inspection	310-285-2534
Plan Review	310-285-1141
Civil Engineering	310-285-2555
Rent Information	310-285-1031

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