



PLAN REVIEW CYCLE TIMELINES

➤ e-OTC (Express Plan Check)

- Site work (FYP, site wall/fence, fire pit, BBQ area, Water features, pool re-plaster, etc.)
- New pool/spa on level pad (not on structural piles and foundation system)
- Water efficient landscaping
- Driveway approach in public R-O-W
- Window change out (no change to opening sizes-no structural work)
- HVAC change out
- Interior minor remodel of SFR buildings (with no structural work)
- Business ID signage

➤ Small Projects: 3 Weeks (re-submittals 2 Weeks)

- MEP (Mechanical, Electrical, Plumbing)
- Mandatory soft-story retrofit of MFR buildings
- Solar PV systems
- Residential concept review (zoning and building)
- Medical gas
- New pool/spa on structural piles and foundation system
- Commercial store front minor alterations – Commercial minor T.I.

➤ Intermediate Projects: 5 Weeks (re-submittals 3 Weeks)–Expedited Plan Check: 3 Weeks (Re-submittals 2 Weeks)

- SFR buildings remodel and/or addition on level pad
- New SFR buildings on level pad
- Residential accessory structures remodel and/or addition on level pad
- New residential accessory structures
- MFR buildings renovation, change in number of units, etc.
- Commercial T.I. (Office, retail, restaurant...)
- Medical office and/or surgery center T.I.

➤ Complex & Large Projects: 7 Weeks (re-submittals 3 Weeks)–Expedited Plan Check: 4 Weeks (Re-submittals 3 Weeks)

- New SFR buildings in Hillside area
- Addition and remodel of SFR buildings in Hillside area
- New commercial buildings
- Addition and/or major renovation of existing commercial buildings
- New MFR development
- New mixed-use development
- Hotels, motels, theaters

Notes:

1. For Electronic Over The Counter Plan check, the completed permit application form, and the request for the e-OTC meeting along with the project plans (All sheets of plans shall be combined as one single PDF) must be emailed to buildingandsafetyinfo@beverlyhills.org.
2. Prior to plan check submittal, all required applicable approvals from planning division shall be obtained (Design Review, Architectural Review, etc.)
3. In addition to regular plan check fees, there is an additional fee for expediting the plan review process. Its amount may vary depending on the scope of work and complexity of the project.
4. The plan review cycle timeline starts after all required plans and documents are uploaded in projectdox (electronic plan check system) AND the submittal or re-submittal is completed by the applicant so the City staff can start the review task.

Acronyms:

FYP: Front Yard Paving
e-OTC: Electronic Over the Counter Plan check
SFR: Single Family Residential
MFR: Multi-Family Residential
T.I.: Tenant Improvement