



City of Santa Monica
**Planning and Community
Development Department**
Information Sheet
Rooftop Mechanical Equipment

Revised: July 2016

A permit from the Planning and Building and Safety Department is required when installing, replacing or removing rooftop equipment and in most cases can be obtained over the counter.

This information sheet is intended to assist you with the over the counter plan check and permit process.

The following items are required when applying for a permit:

- roof plan
- elevation/ section plan
- manufacturer's specifications
- description of the proposed screening of the mechanical equipment (if required)
- engineering calculations and plans to support the anchoring details of the equipment and supporting members
- other structural plans and details if necessary

Code Requirements

Screening:

City of Santa Monica Municipal Code Section 9.21.104 specifies that all mechanical equipment and ducting shall be screened on all vertical sides at least to the height of the equipment it is screening and incorporated into the design of buildings to the maximum extent feasible. Screening materials may include landscaping or other materials that be consistent with the exterior colors and materials of the building. The Architectural Review Board or Landmarks Commission may reduce the height of the required screening based on the placement of the equipment on the roof, the existing height of the subject building and surrounding buildings, and the overall visibility of the equipment.

Structural:

ASCE 7-10 section 13.1.3 & 13.1.4 requires structural calculations and details prepared by a licensed engineer or architect for all mechanical/electrical equipment greater than 400lbs and has a center of mass located 4ft or more above the adjacent floor level. All roof top units that are not the same dimensions as the existing will be required to have wind load calculations and structural plans stamped and signed by a licensed engineer or architect.

Fall Protection and Access:

A guardrail will be required whenever a new or replacing mechanical unit is located within 10ft of a roof edge or open side of a walking surface and such edge or open side is located more than 30 inches above floor, roof, or grade below (1013.6 CBC). The guard must be designed to resist a load of 50lb/ft applied along any direction and resist a single concentrated load of 200lb applied along direction at any point of the top guardrail. (ASCE 7-10 Chapter 4.5.1)

Access to roof top equipment shall follow section CMC 304.2.

Title 24 Energy:

Please have applicable Title 24 energy forms completed for the field inspector.