



MEANS AND METHODS PLAN **PLAN TYPES AND TENANT NOTICING REQUIREMENTS**

Submittal of a Means and Methods Plan is required when applying for a building permit in a residential tenant occupied building. The type of Means and Methods Plan and tenant notification requirements depend on the level of plan review required for the project, as detailed below.

SAME-DAY PLAN REVIEW

Projects that qualify for same-day plan review require a Basic Means and Methods Plan (Basic Plan). The permit applicant or property owner representative must provide the approved Plan to all affected tenants within five (5) days of the building permit issuance and work cannot start until 24 hours after tenants receive the approved Basic Plan.

Exceptions:

The timing associated with the noticing requirement may be waived if the work is an emergency, as defined by the California Building Code section 105.2.1, or when tenants have been temporarily relocated because the unit where the construction will take place was deemed uninhabitable. Temporarily displaced tenants must receive a copy of the approved Means and Methods Plan within 48 hours of permit issuance.

MINOR PLAN REVIEW

Projects subject to Minor Plan Review are required to submit a Basic Plan and the Supplemental Means and Methods Plan (Supplemental Plan). The permit applicant or property owner representative is required to provide the approved Basic and Supplemental Plans to all affected tenants within 5 days of permit issuance, as evidenced with submittal of proof of delivery to the City's Building and Safety Division. Proof of delivery must be submitted to buildingandsafety@smgov.net with a subject line "MMP Proof of Delivery." Construction work cannot start until the City receives proof of delivery.

MEDIUM AND MAJOR PLAN REVIEW

Projects subject to Medium or Major Plan Review are required to submit a Basic Plan and the Supplemental Means and Methods Plan (Supplemental Plan). The permit applicant or owner representative are required to provide the approved Basic and Supplemental Plans to all affected tenants prior to the issuance of the building permit, as evidenced with submittal of proof of delivery to the City's Building and Safety Division through the City's Electronic Plan Review System, ProjectDox.

RELOCATION PLANS

A relocation plan is required when the scope of construction requires tenant(s) to be temporarily relocated.

If you have any questions regarding the Means and Methods Plan process, please contact the Neighborhood Preservation Coordinator at 310-458-2001 extension 2601.

CONSTRUCTION MEANS AND METHODS PLAN - (SMMC 8.100) - PERMIT NUMBER(S): _____

Initial Plan Revised Plan- This plan replaces plan previously accepted on: _____
 Same Day Minor Plan Review Medium Plan Review Major Plan Review

1. Property Information

1a. Property Address:	City: Santa Monica	Zip:	Total Units:
1b. Have any renters on the property been temporarily relocated due to the proposed construction? Yes No			
1c. Is ANY unit on the property occupied by a renter? Yes No			
1d. Construction will occur in the following occupied unit(s):			
1e. Construction will occur in the following vacant unit(s):			
1f. Will the proposed work occur solely outside of the unit(s)? Yes No			

2a. Permit Applicant Information

Owner Contractor: Other:	Name:	Phone:
	Company Name:	
	Address:	City:
	State:	Zip Code:
		Email:

2b. Means and Method Plan Contact - The person responsible for responding to City and tenant inquiries related to this plan.

Owner Contractor: Other:	Name:	Phone:
	Address:	
	State:	Zip Code:
		Email:

3. SCAQMD/Asbestos Acknowledgment

3a. Will the proposed work disturb asbestos containing material? Yes No

3b. Has an asbestos survey been prepared by a Certified Asbestos Consultant for this project? Yes No

If 'No' response to question 3a. or 3b., how was it determined that the disturbed material does not contain asbestos or survey not required?

I acknowledge that any asbestos survey prepared for the site shall be maintained on the job site at all times during construction.

4. Scope of Work and Construction Impacts

4a. Projected construction duration from permit issuance date (Specify days, weeks, or months):

4b. In the space below add a detailed description of the scope of work and schedule. Add additional sheets.

At any point during construction will ANY tenants experience: (Specify units.)	Yes	No	Timeframe: # of hours per day for how many days	If yes, how much prior notice will tenants receive regarding this condition?	How will you mitigate this condition to minimize its impact on the tenants?
4c. Electricity shut offs	Yes	No			
4d. Water shut offs	Yes	No			
4e. Gas shut offs	Yes	No			
4f. Obstructed entrances and/or exits to occupied unit(s)	Yes	No			If yes, an alternative egress plan is required prior to permit issuance.
4g. Obstructed property entrances, exits, walkways, stairways, and/or paths of travel	Yes	No			If yes, an alternative egress plan is required prior to permit issuance.

4h. Dust Reduction Systems Check boxes of the measures you will take to mitigate dust.	Close windows and doors Vaccum Use sweeping compound Use air scrubbers Regularly water down areas that create dust Cover HVAC registers with filters Install plastic containment barrier at doorways and windows Install walk off mats with adhesive pads at unit entrances Other:	
4i. Noise Control Check boxes of the measures you will take to mitigate noise.	Limit the use of equipment that produce excessive noise to the hours between 10 AM-3 PM Inform tenants of dates they can anticipate excessive noise created by demolition, jack hammering, and other equipment that generate excessive noise Close windows and doors Other:	
4j. Fire Safety You are required to take the following fire safety measures.	<ul style="list-style-type: none"> •Maintain fire extinguisher within 75 feet of work area •Have a fire extinguisher readily available when doing work that produces sparks, flames or heat. •Remove combustible scrap and debris at regular intervals •Will not store combustible material outdoors within 10 feet of a building or structure 	Applicant Initial
4k. Site Safety You are required to take the following site safety measures.	<ul style="list-style-type: none"> •Establish measures to restrict public access to work area without blocking egress •Post exit or directional signs as required •Properly secure and guard temporary floor, roof and wall openings to protect individuals •Install appropriate controls to prevent construction objects/debris from creating a public hazard. •Delineate non-level surfaces with high visibility markings, signs or notices. •Monitor public ingress and egress routes to make sure that operations do no block stairways, doors, entrances, exits, paths or hallways •Notify tenants of closed pedestrian areas and provide access to safe alternatives 	Applicant Initial
4l. Other Construction - Is there any other construction at the property currently underway, beginning at the same time, or within a month after the proposed project is scheduled to end? Yes No If Yes, provide detailed description below.		

5. Temporary Relocation - A tenant must be temporarily relocated if the conditions created by the construction will render the premises uninhabitable. Please check either 5a or 5b.

- 5a. Tenant(s) have/will be temporarily relocated during construction. Complete Attachment A - Relocation Plan.**
5b. No tenant will be temporarily relocated during construction. Work will not create uninhabitable conditions.

6. Tenant Rights and Noticing **Applicant Initial**

6a. I agree that if at any point during construction any occupied unit is rendered uninhabitable, the landlord will provide tenant relocation assistance as required by SMMC Chapter 4.36.	
6b. If the project requires the temporary relocation of tenants due to construction activity, to the greatest extent practicable, no tenant lawfully occupying the property will be required to move without written notice from the owner.	
6c. Construction being undertaken at the above referenced property will not terminate the tenant's tenancy.	
6d. Tenants have the right to seek mitigation from the property owner for nuisance conditions at the property, including, but not limited to, noise, dust, vibrations, utility shut-offs and other construction impacts.	
6e. Tenants should immediately contact the City Code Enforcement Division at 310-458-4984 regarding any conditions at the property which they consider to be unsafe, unsanitary, in violation of the City's Municipal Code, or in violation of the applicant's construction means and methods plan.	
6f. If the construction projects exceed thirty days in duration, the applicant will provide monthly notices to the tenants regarding the progress of construction and will schedule meetings periodically to address the construction progress and obtain tenant input and feedback regarding the construction.	

7. Applicant Acknowledgment **Applicant Initial**

7a. The applicant will maintain a clean and safe jobsite in accordance with Cal/OSHA regulations and Chapter 33 of the California Building Code.	
7b. The applicant must comply with California Civil Code §1954 which governs entry into a rental unit.	
7c. The property owner shall be responsible for any violation of this plan. A licensed contractor serving as agent of the owner or as the applicant for a permit may be held jointly responsible for violations of this plan.	

I CERTIFY THAT ALL AFFECTED TENANTS OF THE PROPERTY WILL RECEIVE THIS MEANS AND METHOD PLAN PRIOR TO CONSTRUCTION STARTING BY HAND-DELIVERY, SENT BY CERTIFIED MAIL, OR OTHERWISE DELIVERED IN A FORM OF ELECTRONIC MEANS ACCEPTABLE TO THE CITY, WITH PROOF OF SERVICE. I UNDERSTAND THAT FOR RENT CONTROLLED UNITS TENANTS MAY SEEK A RENT DECREASE FOR CONSTRUCTION IMPACTS UNDER RENT CONTROL BOARD REGULATION 4400.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT, AND THAT I AGREE TO COMPLY WITH THE HABITABILITY REQUIREMENTS OF CHAPTERS 8.100 AND 4.36 OF THE SANTA MONICA MUNICIPAL CODE. A VIOLATION OF ANY OF THESE REQUIREMENTS MAY CAUSE A STOP WORK ORDER AND CITATION TO BE ISSUED. VIOLATION MAY ALSO RESULT IN ASSESSMENT OF A FINE.

Applicant Signature: **Print Name:** **Date:**

MMP Accepted on: MMP Accepted by (Signature): Print:

SUPPLEMENTAL MEANS AND METHOD PLAN - PERMIT NUMBER(S):**Property Address:****City: Santa Monica Zip:****CONSTRUCTION IMPACTS IN TENANT OCCUPIED BUILDINGS****Check Yes or No on the items below. This Plan will not be accepted unless all questions are answered.**

At any point during construction will ANY tenants experience: (Specify affected units.)	Yes No	Timeframe: # of hours per day for how many days	If yes, how much prior notice will tenants receive regarding this condition?	How will you mitigate this condition to minimize its impact on the tenants?
Inoperable toilet	Yes No			
Inoperable tub or shower	Yes No			
Inoperable kitchen sink	Yes No			
Lack of hot or cold running water	Yes No			
Inoperable heater	Yes No			
Disruption to sewage disposal system	Yes No			
Blocked or temporary removal of windows to occupied unit(s)	Yes No			
Impact on ventilation	Yes No			
Work in common areas such as hallways, courtyards, lobbies or roof	Yes No			
Scaffolding that may block egress or impact tenant privacy	Yes No			
Storing construction materials on site	Yes No			
Use of crane	Yes No			

SUPPLEMENTAL MEANS AND METHODS PLAN (CONTINUED) - CONSTRUCTION IMPACTS IN TENANT OCCUPIED BUILDINGS

At any point during construction will ANY tenants experience: (Specify affected units.)		Timeframe: # of hours per day for how many days	If yes, how much prior notice will tenants receive regarding this condition?	How will you mitigate this condition to minimize its impact on the tenants?
Sanding or sandblasting any exterior or interior walls	Yes No			
Loss or reduction of elevator service	Yes No			
Loss of security, such as gates, doors, fencing	Yes No			
Other:				

CONSTRUCTION IMPACTS ON AMENITIES

Temporary loss of on-site parking	Yes No			
Loss or reduction of laundry facility	Yes No			
Loss of on-site storage	Yes No			
Moving tenant's items from common areas	Yes No			
Loss or lack of access to amenities during construction such as pool, playstructures, etc.	Yes No			
Other:				

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Applicant Signature:	Print Name:	Date:
MMP Accepted on:	MMP Accepted by (Signature):	Print:

ATTACHMENT A- RELOCATION PLAN

Specify the units to be temporarily relocated, projected relocation start date, projected return date, and type or relocation benefit being offered to tenants.

Property Address:							Permit Number:		If Landlord elects to provide Comparable Housing complete the sections below.			
							Tenants Current Unit		Comparable Unit			
Unit #	Household Contact Name	Tenant Phone Number	# of Occupants	Anticipated Relocation Start Date	Anticipated Return Date	Type of Relocation Benefit		Approximate Size (square feet)	# of Bedrooms/ Bathrooms	Approximate Size (square feet)	# of Bedrooms/ Bathrooms	
						Per Diem	Comparable Housing					
						Hotel/Motel	Other Mutually Agreed Upon					
						Per Diem	Comparable Housing					
						Hotel/Motel	Other Mutually Agreed Upon					
						Per Diem	Comparable Housing					
						Hotel/Motel	Other Mutually Agreed Upon					
						Per Diem	Comparable Housing					
						Hotel/Motel	Other Mutually Agreed Upon					
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						Per Diem	Comparable Housing					
						Hotel/Motel	Other Mutually Agreed Upon					

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Permit Applicant / Landlord Signature: _____ Print: _____ Date _____