

SOUTHWEST MONTEREY HILLS

CONSTRUCTION REGULATIONS

A guide for homeowners and contractors



**PLANNING & BUILDING DEPARTMENT
1414 MISSION STREET, SOUTH PASADENA, CA 91030
(626) 403-7220**

**Originally issued October 2007
Updated April 1, 2015**

TABLE OF CONTENTS

Topic	Page
PART I OVERVIEW	
Introduction	3
Who is this booklet for?	3
Map of Southwest Monterey Hills area	4
PART II PRE-CONSTRUCTION PHASE	
Which projects do these regulations apply to?	5
Which construction activities are regulated?	5
What types of construction activity need/do not need a permit?	5
Other available resources (where can forms and information be obtained?)	5
PART III CONSTRUCTION PHASE	
Construction hours	6
Sign Required	6
Construction-related vehicles	6
Hillside Construction Staging Plan	7
Parking	8
Street encroachments	9
Deputy Inspector	9
Street Encroachment Permit application form	10
Street closures	13
Construction debris	13
Tree removal and trimming	13
Project inspections	13
Changes to approved plans	14
PART IV PROJECT COMPLETION	
Final sign-off of construction permits	14
Certificates of Occupancy	15
PART V ENFORCEMENT	
Enforcement practices	15
Contact numbers	15
Construction Regulations Affidavit	16

PART I: OVERVIEW

INTRODUCTION

As a result of concern expressed by residents in the Southwest Monterey Hills area of the city, a committee of residents and staff met to consider possible solutions to some of the effects of construction in this area. New regulations were established by the City Council in April, 2007. This booklet summarizes these regulations and also provides details on other applicable rules and regulations.

WHO IS THIS BOOKLET FOR?

Homeowners contemplating construction projects should consult this booklet prior to the design stage of their project, and contractors working in the SW Hills area should consult this booklet before actual construction takes place. Prior to actual construction, projects are subject to various City reviews and approvals. Separate booklets on the Design Review process and Design Guidelines are available on-line or from the Planning Division.

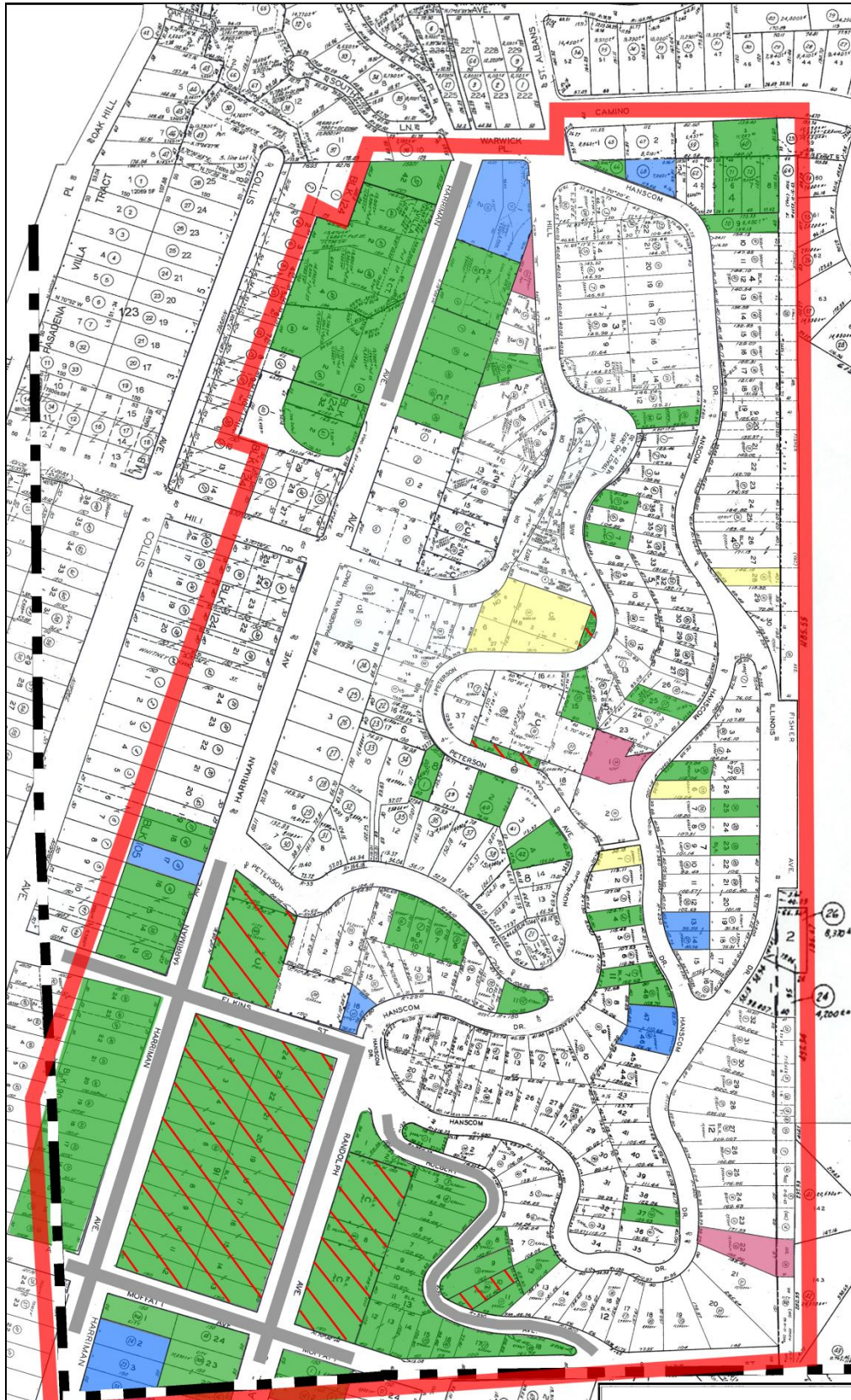
It is recommended that homeowners and designers consult this booklet prior to engaging in the design process for new homes or additions. Controls on excavation machinery size, for example, may impact the type of construction that is feasible.

This booklet will also assist residents who are affected by construction activity by listing the applicable regulations and providing contact information for enforcement of these regulations.

Some of the construction regulations listed in this booklet are unique to the SW Hills. Different regulations may apply in the rest of the city.

CONTRACTORS ARE REQUIRED TO SIGN AN AFFADVIT WHEN THEY OBTAIN A CONSTRUCTION PERMIT CERTIFYING THAT THEY HAVE READ THIS DOCUMENT AND AGREE TO ABIDE BY THESE REGULATIONS.

WHICH AREA IS AFFECTED? Hanscom Drive, Peterson Avenue, Illinois Drive, Hill Drive, Harriman Avenue, Randolph Avenue, Hulbert Avenue, Elkins Street, and Moffatt Street (only the portion shown on this map; does not include the part of Moffatt Street that runs off Maycrest and Alpha Avenues.)



PART II: PRE-CONSTRUCTION PHASE

WHICH PROJECTS DO THESE REGULATIONS APPLY TO?

All projects are subject to these regulations, regardless of when the project was submitted to the city (for design approval, plan check, etc.) or when the construction permit (building, grading, demolition, electrical, mechanical, roofing, plumbing, etc.) was first issued.

WHICH CONSTRUCTION ACTIVITIES ARE REGULATED?

These regulations apply to **all projects that require a construction permit** and typically includes the construction activities noted in Section 19A.13B of the South Pasadena Municipal Code ("*including, but not limited to, the operation of any manual, electric or pneumatic hammer, saw, shovel, hoist, derrick or any other device used in the performance of site preparation, assembly, repair, demolition, alteration or similar action on structures, rights-of-way, or land*").

WHAT TYPES OF CONSTRUCTION ACTIVITY REQUIRE A PERMIT?

1. New houses
2. Additions
3. Decks higher than 30" above the ground
4. Grading
5. Demolition
6. Retaining walls higher than 3'
7. Most plumbing and electrical work
8. Air conditioning unit installation/replacement
9. Roofing
10. Window installation or replacement

WHAT TYPES OF CONSTRUCTION ACTIVITY DO NOT REQUIRE A PERMIT?

1. Fences 6' high or less
2. Driveways, patios, or other flat work
3. Painting
4. Landscaping
5. Kitchen cabinets and countertops, floor coverings

Details of current active building permits are available on-line at:

- <http://southpasadenaca.gov/modules/showdocument.aspx?documentid=6162>

OTHER AVAILABLE RESOURCES

	Available from	On-line at
Design Guidelines booklet	Planning	http://www.southpasadenaca.gov/index.aspx?page=122
Permit applications	Building	Not available
Tree removal permit application	Public Works	http://www.ci.south-pasadena.ca.us/modules/showdocument.aspx?documentid=4024
Street encroachment / Dumpster Encroachment permit application	Public Works	http://www.ci.south-pasadena.ca.us/modules/showdocument.aspx?documentid=1727
Overnight parking permits	Police department	http://www.southpasadenaca.gov/index.aspx?page=308

All these departments are located at City Hall, 1414 Mission Street.

PART III: DURING CONSTRUCTION

CONSTRUCTION HOURS

These regulations apply to construction activities that require a construction permit.

It is unlawful for any person to perform any construction activity within a residential zone or within five hundred feet thereof on Monday through Friday before 8:00am and after 7:00pm, Saturday before 9:00am and after 7:00pm, and Sunday before 10:00am and after 6:00pm.

Sign Required

Prior to commencing any construction activity, the owner-builder/contractor is required to install a sign displaying the City's construction hours. The sign shall be continually placed prominently at the primary entrance to the work site so that they are clearly visible to the public and to all employees, contractors, subcontractors and all other persons performing work at the site, so long as construction activity is occurring. The sign shall contain the language and formatting as shown in the example below. The sign shall be made of weather-resistand durrable materials, including coroplast and PVC or similar materials. The size of the sign shall be a minimum of 24" x 36".



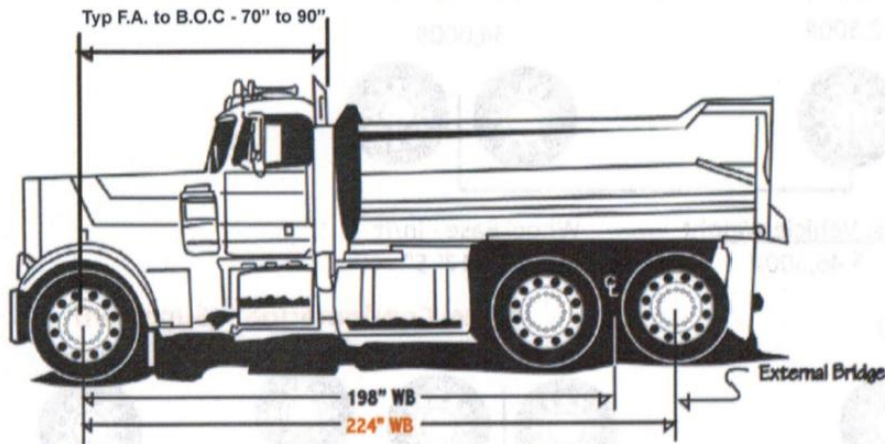
CONSTRUCTION-RELATED VEHICLES**

**** "Construction-related vehicles" are defined as commercially-licensed vehicles, excluding passenger cars and pick-up trucks, that are used to engage in "construction activity." (See "Which activities are regulated?" page 5 for the definition of "construction activity.")**

Many of the streets in the SW Hills area are steep, narrow, and deteriorated. To ensure that traffic flow is not impeded and that the street surface is not damaged, limits have been placed on the size, type, and number of construction-related vehicles. The size and type of construction-related vehicles, regardless of whether a project has a building permit or not, on the public streets in the SW Hills area is limited to the following:

- Maximum width not to exceed 8 feet, 3 inches
- Maximum wheelbase not to exceed 224 inches.
- Maximum loaded weight not to exceed 16,000 pounds per axle, with a maximum of 3 axles (with the exception of a concrete truck, which can have a fourth "drop-down" axle when carrying a load, Super-10 trucks not permitted).
- Maximum gross vehicle weight (fully loaded) of 48,000 pounds.
- Metal tracks, spikes and street pads are prohibited (only rubberized wheels and tracks)

- Construction vehicles can only operate on the streets in the SW Hills area between 8:30am and 2:00pm.
- A maximum of two (2) construction-related vehicles is allowed at a single site at any time (this means two commercially-licensed vehicles. It does not include pickup trucks or passenger cars).



10-Wheeler Transfer
 GVW= 48,000 lbs
 Up To **15 Ton Pay Load**

Note: An example of a haul/dump truck that meets the limits of Municipal Code Section 19.21-4.B

HILLSIDE CONSTRUCTION STAGING PLAN

All projects using heavy construction vehicles and machinery involved in activities such as grading, demolition, excavation, and caisson drilling will require a "Hillside Construction Staging Plan." A staging plan is a standard condition of approval on all projects involved in the activities above and is submitted to and approved by the Public Works Department prior to the issuance of construction permits.

Type of Construction

The developer must state what types of construction activities are proposed. This is especially critical during the initial stages of development involving activities such as grubbing, grading, drilling for piles and/or caissons, trenching for footings, excavating for retaining walls, surveys, core soil sampling, etc. which require the presence of a City Deputy Inspector. The developer must state how construction will be accomplished. Specifics must include the size and weight of large equipment proposed, where and how it will be positioned at the site, and how it will be transported to and from the site, etc. Large equipment is anything beyond what one person can carry (as assembled for useful operation).

Site Staging

The developer must designate a construction staging area on the site. If site conditions prohibit this, then an area off site may be proposed and if approved, an encroachment permit may be obtained as part of the Parking section of this "Hillside Construction Staging Plan." A scaled drawing must be used which clearly indicates the site, adjacent sites, adjacent buildings, proposed buildings, and proposed staging area(s).

Traffic and Access

The developer must propose a route that will be used on a daily basis by contractors, subcontractors, construction workers, and others that will routinely visit the site. In addition, access routes will need to be proposed and specified for any large equipment, including any traffic control related to transporting such equipment.

The developer will also need to specify any portions of the public right-of-way that is proposed for temporary encroachment use and the traffic control measures for such. A scaled drawing must be used which clearly indicates the proposed access routes, traffic control, flagmen, and area(s) proposed to be occupied for any length of time.

Parking

The developer must indicate any off-street parking that will be provided to contractors, subcontractors, inspectors, etc.

The developer must indicate the on-street parking that is proposed to be used by workers, contractors, subcontractors, inspectors, etc. In particular, a base plan (made on a scaled map of the area) must be developed indicating the parking restrictions that are in place, and this base plan must be used as the basis to indicate the parking usage and extent of the construction activities.

Construction Schedule

The developer must provide a construction schedule, which indicates the start and completion dates of all major construction activities, and the timing of special access necessary as it relates to Site Staging and Traffic and Access. The developer is required to submit updates and changes to the construction schedule to the Public Works Department.

Enforcement

In order to ensure compliance with all appropriate ordinances, regulations and procedures, the City maintains the right to revoke the building permit, issue a "Stop Work Order" and/or effect code violation infraction (with associated fines) if the terms of the "Hillside Construction Staging Plan" are not adhered to.

PARKING



All projects using heavy construction vehicles and machinery involved in activities such as grading, demolition, excavation, and caisson drilling will have parking conditions imposed as part of the Hillside Construction Staging Plan.

For projects that do not require a permit, or involve the activities above, construction workers' cars and pickups may be parked on the street, subject to posted restrictions. Note: Posted "No Parking" zones in the SW Hills area are stringently enforced.

Annual Overnight Parking Permits for properties in the SW Hills area* will not be granted without an inspection by the Police Department to verify that there is inadequate off-street parking or that parking areas (carports, garages, etc.) are not being used for other purposes (such as storage). [Daily passes are not restricted.]

*Properties on the 4900 block of Harriman Avenue can purchase one overnight permit without an inspection; however, additional permits do require an inspection.

Minimum off-street parking requirements apply for new homes in the SW Hills area: Two covered spaces (in a garage or carport) and one uncovered guest space (for a home up to 3,000 square feet), and one additional guest space for each additional 1,000 square feet or part thereof. The required guest parking spaces must be located perpendicular to the street. These requirements also apply when an addition is made to an existing house; the existing parking must be brought into conformance if these requirements are not already satisfied.

ENCROACHMENTS INTO THE STREET

An encroachment permit is required if the construction project requires that part of the public right-of-way (i.e. street) is used for the storage of construction materials or placement of site equipment (portable offices, porta-potties, etc.). This permit is obtained from the Public Works department, and must be obtained at least 24 hours prior to the proposed encroachment. This permit is also required if street closures are required (for example, when heavy equipment or construction materials are delivered to the job site). Permit fees shall be per the most recent fee schedule adopted by the City Council.

The Encroachment Permit/Dumpster Encroachment permit application form is included on the following pages.

DEPUTY INSPECTOR

A deputy inspector will be required whenever a hillside construction staging plan is required, when heavy construction vehicles are working in, entering or leaving the Southwest Hills, and during early stages of construction (demolition, excavation, caisson drilling and insertion). A deputy inspector is a standard condition of approval on all discretionary applications and added as a requirement for encroachment permits; the owner/developer must notify the City of all activities requiring the presence of a deputy inspector a minimum of 24 hours in advance of planned activities. Failure to do so will result in a stop work order until a deputy inspector is present. An initial deposit of \$12,000 will be required to cover the cost of the Deputy Inspector. Whenever the balance drops below \$6,000, the contractor shall be required to make an additional deposit of \$6,000. Any unused funds will be refunded to the contractor at the completion of the project.

This requirement is exclusive and unique to the Southwest Hills because of the area's narrow streets and lack of space for construction activities. Hourly charges shall be reimbursed to the City for the deputy inspector. To obtain further information on this requirement, please call the Public Works Department at (626)403-7240.



CITY OF SOUTH PASADENA

Public Works Department

1414 Mission Street - South Pasadena - Ca. 91030 - (626) 403-7240

Southwest Hills Zone ENCROACHMENT / STREET USE PERMIT

Permit Number: _____

Permit Fees: Encroachment Basic / Dumpster: \$392.00 (per 30 days or part thereof)

Monthly Use Fee: \$_____ (see master fee schedule)

Surety Bond/Deposits: (as required) \$_____

Owner's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

City Bus. Lic. No.: _____ State Lic. No.: _____

START: _____ (Date and Time)	END: _____ (Date and Time)
Location: _____	
Description: _____ _____	

Bins and Roll-Off Containers

Please Note:

The City of South Pasadena has an exclusive agreement with Athens Services for refuse removal. As such, if your construction or demolition project necessitates the use of a container you **MUST** use Athens Services. Please contact Athens Services at (626) 336-6100. No other refuse services are permitted. The contents of your container will be processed at a material recovery facility and all viable recyclables will be recovered and diverted from landfills.

The Applicant Agrees To The Following Standard Conditions When This Permit Is Issued:

1. No work shall be done on public property until a permit has been issued.
2. The Public Works/Engineering Department shall be contacted at least 24 hours prior to the start of the encroachment in the City Right-Of-Way (street and/or parkway). If the encroachment begins on a Monday or holiday, Public Works shall be contacted at least one business day prior.
3. Two lanes of traffic shall be maintained at all times unless two flagmen are conducting traffic control. An approved traffic control plan will be required.
4. Whenever two-directional traffic is reduced to less than eighteen (18) feet, a flagman will be required. Traffic control shall conform to the Work Area Traffic Control Handbook (W.A.T.C.H. Manual).
5. Materials shall be placed only in front of the site or as permitted by the City Engineer.
6. Dirt or materials left in the public right-of-way will be removed by the Street Division without notice.
7. Approved lighted barricades are required day and night on a trench which does not have a patch, or on any materials or equipment which are temporarily stored in the public right-of-way or as directed by the City.
8. Materials and method of construction shall conform to applicable sections of the "Greenbook" Standards and to any additional conditions as may be attached specifically to the project by the City Engineer.
9. A certificate of General Liability Insurance naming the City of South Pasadena as the Additional Insured shall be required prior to issuance of a permit. The policy shall be for at least \$1 million.
10. This permit has an allowable time limit of _____ days (maximum 30 days) and may be extended by the Public Works Department.

Southwest Hills zone expanded requirements for encroachment permits include:

1. Southwest Hill zone encompasses Hill Drive, Hanscom Drive, Peterson Ave., Illinois Drive, and a segment of Harriman Ave. Also, future streets including the remaining segment of Harriman Ave., Randolph Avenue, Hulbert Avenue, Elkins Street, and Moffatt Street.
2. A temporary office, if needed, shall be fronting the construction site.
3. Roadway clearance of 16 feet is required unless the street is temporarily closed.
4. If a temporary street closure is warranted, the residents in the Southwest Hills area shall be notified at least 48 hours prior to the temporary street closure by mailing and posting as approved by the Public Works Department. Street closures are only permitted between 8:30 a.m. and 2:00 p.m., as stated in the City's Ordinance No. 2153.
5. No more than two trucks and one piece of equipment shall be in the public street at any one time.
6. Small equipment and trash bins shall be moved and adjusted in such a manner to allow trucks and large equipment to maintain the required roadway clearance at all times.
7. Delivery of materials or equipment shall maintain the required roadway clearance and be handled as follows:
 - a. Delivery equipment shall be "manned" at all times, or parked in such a way to maintain roadway clearance.
 - b. Stage materials in front of the job site to allow for the required roadway clearance.
 - c. Where feasible, cantilevered decks should be used for storage of construction materials.
 - d. Dumpsters (low boy) shall be "roll off" style (Athens). Dumpsters shall require the use of a protective barrier underneath (such as plywood) to protect the pavement.
 - e. A construction water runoff plan is required per City N.P.D.E.S. permit requirements.
8. Any time there is equipment or trucks at the job site which occupy the public roadway, there will be at least two (2) flagmen for traffic control purposes, at locations specified by Public Works, if roadway clearance of 16 feet at all times is not feasible.
9. The encroachment area in the public right-of-way is 20 feet by 10 feet in size. The area boundaries shall be painted on the street and a "Temporary No Parking" sign shall be posted as directed by the Public Works Department.

- 10. Owner/Contractor is fully responsible for clean up of any spill (cement, dirt, debris, etc.) related to the project within the City right-of-way.
- 11. Additional special requirements on vehicles, parking, construction hours, noise, etc. shall be fully complied with as stated in the City's Ordinance Nos. 2153, 2154, and 2155.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

**** For Office Use Only ****

Approved or Denied (circle one) By: _____ Date: _____

Initial Inspection By: _____ Date: _____

Comments: _____

Final Inspection By: _____

Comments: _____

STREET CLOSURES

Specific details are noted on the "Encroachment/Street Use Permit" application form. *The most important aspects are noted below.*

1. Two lanes of traffic are required at all times unless there are two flagmen conducting traffic control. A traffic control plan will be required this, and all traffic control must conform to the Work Area Traffic Control Handbook (W.A.T.C.H manual) standards. Traffic control plans must be stamped by a registered engineer.
2. If a temporary street closure of longer than 30 minutes is warranted, the residents of the SW Hills area shall be notified at least 48 hours prior by mailing and by posting (as approved by the Public Works department.)
3. Street closures are only permitted between 8:30am and 2:00pm.
4. No more than two trucks and one piece of equipment can be in the public street at any one time.
5. The property owner and/or contractor are fully responsible for the clean-up of any spill (cement, dirt, debris, etc.) in the street and for repairing any damage to the street.



for

CONSTRUCTION DEBRIS

Trash from construction projects cannot be placed in residential trash containers. Dedicated trash dumpsters must be used, and these must be emptied on a regular basis. Dumpsters shall require the use of a protective barrier underneath (such as plywood) to protect the pavement. Athens Services has an exclusive agreement with the city for the provision of trash removal services: only Athens dumpsters can be used. Please contact Athens Services at (626) 336-6100 to arrange for a dumpster. Dumpsters placed in the right-of-way require a Dumpster Encroachment Permit (which is included on the Encroachment Permit application form).



Construction sites must be kept clear of trash and debris. Various State laws require that dust be kept to a minimum during grading and construction (by watering the site), and mesh construction fences are also required to screen the construction site. Sandbags are required to prevent run-off between October and April.

TREE REMOVAL AND TRIMMING



South Pasadena controls the removal and trimming of trees, including those on private property. Depending on the species and size of the tree, a permit may be required. Please contact the Public Works department (626 403-7240) for details.

PROJECT INSPECTIONS

A construction project will be subject to various inspections during its life. Permit/s expire and will need to be renewed (with payment of a new fee/s) if a required City inspection has not been approved within 12 months or in 12 months from the date of the permit issuance or the last inspection. **As a courtesy, the City attempts to notify property owners when permits are about to expire, but such notification is not guaranteed. The property owner is responsible for this.**

- To schedule inspections (building, plumbing, electrical, and mechanical) call (626) 403-7220 (Mon-Thurs 7.30-5:00, Fri 7.30-4:00), or call the Inspection Request Line (626) 403-7226 to leave a voicemail message.
- Inspections are conducted Mon-Fri 9:00AM to 12:00PM & 1:00PM to 4:00PM.
- Inspections can usually be scheduled for the following day.
- To check the inspection time, call (626) 403-7220 after 8:30AM.
- Keep the job card in a safe, clean, and dry location. This is your permanent record of inspections and will become the Certificate of Occupancy when the project is complete.

Projects involving changes to the exterior, and certain others, will also require a final inspection by the Planning Department. Fire Department and Public Works inspections may also be required.

CHANGES TO APPROVED PLANS

The plans approved by the City must be followed **exactly**. The City does not use “conceptual plans.”

The Building Inspector only verifies compliance with construction codes. He/she does not verify compliance with design approvals. Sign-off by the Building Inspector does not constitute approval of design changes.

If changes are proposed to the approved plans, please **check first** with the Planning & Building Department. This includes changes to window styles, sizes, locations or materials; color scheme changes; exterior finishes changes; design changes, etc. Depending on the extent and nature of the changes, the following may be required:

- Additional plan checking (with possible extra fees)
- Additional permits and/or permit fees
- Staff review of changes
- Chair review of changes (Cultural Heritage Commission or Design Review Board)
- Full review of changes by the Cultural Heritage Commission, Design Review Board, or Planning Commission (with associated fees and public hearing requirements).

PART IV: PROJECT COMPLETION

FINAL SIGN OFF OF CONSTRUCTION PERMITS

A final inspection by the Planning Department is required for projects involving exterior changes. Please call (626) 403-7220 to arrange for a Planning inspection.

This inspection can only be performed when:

- All construction has been completed as per the approved plans
- Any deviations from the approved plans have been resolved (see above)
- All Public Works Department conditions (including all street and pavement repairs) and Fire Department conditions (if any) have been met.
- All finish work (painting, etc.) is complete
- Any required landscaping has been completed
- All construction debris and site fencing has been removed.

Once Planning (and Fire/Public Works, if required) has signed-off, the City will issue a Certificate of Occupancy.

CERTIFICATE OF OCCUPANCY (C of O)

Additions to existing houses will receive a final sign-off on the job card. This serves as the Certificate of Occupancy. Please bring the job card to the Building Department for the Building Inspector to sign once the Planning final inspection has been made and Planning has signed-off. Please call (626) 403-7220 to check the status of the Planning inspection.

New homes will receive a final sign-off on the job card, or a formal certificate is available from the Building Department for a nominal fee. This will only be granted when the final Planning Department/Fire Department/Public Works Department sign-off has been granted (subject to the conditions noted above). Please call (626) 403-7220 to check the status of the Planning inspection.

Note:

- Gas service cannot be activated until a C of O is granted
- A new house cannot be legally occupied until a C of O is granted
- Most lenders require issuance a C of O before releasing funds
- Please allow at least 10 business days between requesting a Planning Department sign-off and your anticipated move-in date, and ensure that all of the conditions listed above have been met before calling for an inspection. **Planning will not inspect a project where all of these conditions have not been satisfied.**

PART V: ENFORCEMENT

ENFORCEMENT PRACTICES

For violations during office hours (Monday-Thursday 7:30am to 5:00pm and Friday 7:30am to 4:00pm), call the Community Improvement Coordinator at (626) 403-7220 or (626) 403-7225 (direct line). Complaints will be logged and passed on to the applicable City department for action.

For violations after-hours, call the Police department at (626) 403-7297.

Note: A citation (or a warning notice first) can only be issued if the violation is actually observed by City staff. If the violation has ceased when the report is made, the Community Improvement Coordinator will log the complaint but may not be able to act on it.

CONTACT INFORMATION

Code Enforcement	626 403-7220 or 626 403-7225 (direct line)
Police department (after hours)	626 403-7297
Building	626 403-7220
Inspection request line	626 403-7226
Checking active construction permits on-line	http://southpasadenaca.gov/modules/showdocument.aspx?documentid=6162
Planning	626 403-7220
Searching the Zoning Code on-line	http://www.qcode.us/codes/southpasadena/
Public Works	626 403-7240
Athens Services (dumpsters)	626 336-6100

SOUTHWEST MONTEREY HILLS CONSTRUCTION REGULATIONS AFFIDAVIT

Project Address:

Contractor's/Owner Builder Name:

Construction Site Address:

Contractor's License Number:

Permit Numbers:

I certify that I have read the "Southwest Monterey Hills Construction Regulations" booklet and agree to abide by all the listed conditions.

Signature: _____

Print Name: _____

Date: _____