



INSPECTION BUREAU

DIVISIONS 88 / 91 EARTHQUAKE SAFETY / HIGH RISE RETROFIT SECTION OVERVIEW

The Earthquake Retrofit section's staff is responsible to perform inspections of seismic retrofit work of existing unreinforced masonry buildings based on Los Angeles Municipal Code (LAMC) (Division 88) and concrete tilt-up buildings (Division 91). Inquiries about completed buildings from escrow, title companies, and other interested parties are frequent and are handled by the staff. These inquiries include research, retention file requests from over 10,000 files stored at the Iron Mountain facility in Sylmar, California, and the production of documents; i.e.... Substandard Termination documents and Certificates of Compliance which are reviewed by the supervisor.

In addition, inquiries from other LADBS divisions concerning the status of buildings and any alterations done post-retrofit are handled by our investigation staff. The section's staff should also respond to questions related to buildings that have not been posted by the Department, but still qualify as Division 88 or 91 buildings. The staff investigates the status and conditions of these buildings to decide on their current disposition.

The Standard Operations Procedures (SOP) listed in this Annex are to be used in addition to the applicable Code Sections of the City of Los Angeles Building Code and the Inspection Bureau Operations Manual.

The SOP's are intended to be a quick reference to the most important aspects of the type of inspection being conducted to help standardize inspection procedures, and to make sure that inspectors perform their inspections in a thorough and safe manner.

Inspectors are required to perform complete, accurate and thorough inspections. Documentation that is complete, accurate and thorough aids the constituent, contractor, developer and the inspector who may be assigned to make an inspection during the absence of the district inspector. When district staff keep notes that are clear and accurate it helps the supervisor who may have to respond to questions or requests for information during the day.



INSPECTION BUREAU

DIVISION 88 / 91 EARTHQUAKE RETROFIT

TABLE OF CONTENTS

Maintain Files	ER1
Field Inspections	ER2



INSPECTION BUREAU - DIVISIONS 88 / 91 EARTHQUAKE RETROFIT

IB - EQ1 FILES & RECORDS Reviewed: 4/09 Next Review: 10/10

PROCEDURE: Maintain Files and Records Related to Divisions 88 & 91

PERFORMED BY: Senior Building Inspector

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: Engineering, DAFS, Office of the County Recorder

BACKGROUND:

Effective on January 1, 1984, the City of Los Angeles was required to review all existing building stock and identify which buildings were within the purview of the new State law governing unreinforced masonry buildings built prior to 1934. The Department established a list of buildings in this category (Div. 88), and the ownership of each building was researched. An Order to Comply was then issued to the owner of record to retain the services of a registered engineer for the purpose of structurally altering the building to make it comply with the minimum safety standards of State law or to demolish the building. If there was no compliance, a 'Notice of Substandard Condition' was recorded by the Department with the Office of the County Recorder on the title of the property.

Effective February 7, 1994, a new City law was enacted that required the owners of concrete tilt-up buildings that were built prior to 1976 (Div. 91) to hire a registered engineer to analyze their building for the purpose of structurally altering the building to make it comply with the minimum safety standards of City law or to demolish it. A list of concrete tilt-up buildings was established, ownership was verified, and orders were issued to the owners of record. If there was no compliance, a 'Notice of Substandard Condition' was recorded by the Department with the Office of the County Recorder on the title of the property.

ACTIONS REQUIRED:

1. Maintain the data bases for both the Division 88 and 91 programs.
2. Maintain ledgers with substandard recording and termination instrument number and dates.
3. Respond to telephone information requests from the public concerning the completion status of buildings.

4. Respond to telephone and counter requests from the public including escrow companies, title companies and real estate agents.
5. Supply copies of documents which verify retrofit completion.
6. Research files and request files be retrieved from the City's Records Storage facility at Iron Mountain.
7. If files do not have a Certificate of Completion or a Substandard Termination, it is the staff's responsibility to issue new documents which would include having the form for Termination of a previously recorded Substandard document recorded at the County Recorder.



INSPECTION BUREAU - DIVISIONS 88 / 91 EARTHQUAKE RETROFIT

IB - EQ2	FIELD INSP	Reviewed: 4/09	Next Review: 10/10
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PROCEDURE: Field Inspections

PERFORMED BY: Building Inspector

APPROVALS REQUIRED: Senior Building Inspector

OTHER DIVISIONS / AGENCIES: Plan Check

ACTIONS REQUIRED:

1. Perform all necessary inspections that are requested under a valid permit.
2. Perform inspections that are requested for determination of the retrofit status of a Division 88 or 91 building.
3. Perform inspections of Division 88 or 91 buildings pursuant to a complaint.
4. Perform any necessary research to evaluate current status of a building; e.g...Is this a Div. 88 building...a Div. 91 building...was it retrofitted...has it been altered...is there a hazard?



INSPECTION BUREAU

HIGH RISE RETROFIT DIVISION 86 OVERVIEW

The High Rise Retrofit Program was created as a result of the First Interstate Building Fire. The City Council passed ordinances No. 163836 and 165391 which went into effect on August 21, 1988 and November 1989, respectively. These ordinances required all existing high rise buildings, built prior to July 1, 1974 (except Group R Division 1 occupancies) to comply with the building, electrical and fire protection code requirements of the Los Angeles Municipal Code (LAMC) Section 91.8604.

All identified buildings were required to upgrade to minimum standards in protecting the occupants, property and surrounding properties by installing fire alarm and emergency generator systems, creating vestibules at elevator lobbies, updating sprinkler systems and providing minimum means of egress at every floor. When all work is completed, the building is removed from the work inventory and it is listed as being in compliance. Finally, the Substandard Notice that was recorded with the Order to Comply must be terminated.

The Building Inspector(s) assigned to this section is responsible for performing inspections of retrofit work completed pursuant to the building permits. The inspector shall coordinate inspections with the Electrical, Plumbing, Fire Sprinkler and City of Los Angeles Fire Department (LAFD) Inspectors involved in the program. In addition, the inspector must monitor the progress towards compliance by updating Orders, maintaining files and processing documentation necessary to close files.

The Standard Operations Procedures (SOP) listed in this Annex are to be used in addition to the applicable Code Sections of the City of Los Angeles Building Code and the Inspection Bureau Operations Manual.

The SOP's are intended to be a quick reference to the most important aspects of the type of inspection being conducted to help standardize inspection procedures and to make sure that inspectors perform their inspections in a thorough and safe manner.

Inspectors are required to perform complete, accurate and thorough inspections. Documentation that is complete, accurate and thorough aids the constituent, contractor, developer and the inspector who may be assigned to make an inspection during the absence of the district inspector. In addition, the supervisor can have readily available and clear information if he or she must respond to requests for information during or after the construction.



INSPECTION BUREAU - HIGH RISE RETROFIT DIVISION 86

IB - HR1	DUTIES	Reviewed: 4/09	Next Review: 10/10
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PROCEDURE: Inspection Duties for the High Rise Retrofit Program

PERFORMED BY: Building Inspector

APPROVALS REQUIRED: Senior Building Inspector

OTHER DIVISIONS / AGENCIES: Plan Check

The inspectors assigned to this retrofit program are required to perform the tasks regarding enforcement of the Department Orders to Comply against non-compliant owners as follows.

ACTIONS REQUIRED:

1. Divide the files into Category 1 properties (Vacant), Category 2 properties (Vacant above the first floor) and Category 3 properties (Occupied above the first floor).
2. The Category 3 properties shall be subdivided into the first two year extension of time, the second extension for an additional two years and expired extension/permits.
3. Identify which files in Category 1 and 2 properties have current permits and extensions of time.
4. Chronologize each file starting with the original Order to Comply to the most current documentation.
5. Research current ownership.
6. Establish the current status of the fire sprinkler work from the Plumbing Division. Check PCIS and the building inspection file for the status of the elevator vestibules.
7. Coordinate a site visit with the owner or agent of the owner and the Fire Department Inspector, the Fire Sprinkler Inspector and the Electrical Inspector to survey the building.
8. Survey the building floor by floor to establish the current degree of compliance.

9. Issue an updated Correction Notice to the owner stating the percentage of completion and provide list the outstanding violations, (if any).
10. Seven days after the date of the Correction Notice, issue an updated Sprinkler Division Order (Form General HRRP-1 to be signed by the Sprinkler Section Supervisor) as well as an updated Building Division Order (Form General LADBS G-5 signed by the assigned Retrofit Building Inspector) on the outstanding Building Code violations.
11. Send out extension expiration letters (Form General LADBS G-5a) for the Category 1 and 2 properties not in compliance with the Ordinance; a) Category 1 properties that are no longer secured from unauthorized entry or have failed to renew their extension; b) Category 2 properties that are no longer secured from unauthorized entry above the 1st floor or have failed to renew their extensions. An extension of time may be granted only where a good faith effort can be demonstrated by the applicant.
12. Send out extension expiration letters (Form General LADBS G-5a) to Category 3 properties not in compliance with the Ordinance; Category 3 sites who failed to renew their extensions or who failed to complete all the requirements in the occupied portions of the building within the time guidelines of their plan of action. An extension of time may be granted only where a good faith effort can be demonstrated by the applicant.
13. Issue updated Orders to Comply (Form General LADBS G-5), Hazard Orders (Form General LADBS G-5b) and Vacate Orders (Form General LADBS G-5c) to non-complaint owners.
14. Perform elevator vestibule inspections and other Building Code inspections.
15. Track, maintain and input data on a daily basis into the Ordinance database (High Sort List) as well as in the job file.
16. Refer delinquent jobs to the Investigation Section for enforcement and possible criminal prosecution.
17. Prepare the files to go to the Board of Building and Safety Commissioners (BBSC) office for appeals and appear for hearings to give testimony.

18. Schedule appointments, speak with owners and their staff, write response letters, and review Requests for Modification for approval and/or denial.
19. Respond to requests from lending institutions and supply information to prospective buyers about the Ordinance.
20. Terminate substandard notices upon compliance.



INSPECTION BUREAU - HIGH RISE RETROFIT DIVISION 86

IB - HR2 HIGH RISE ENF Reviewed: 4/09 Next Review: 10/10

PROCEDURE: Enforcement of High Rise Retrofit Ordinance

PERFORMED BY: Building Inspector

APPROVALS REQUIRED: Senior Building Inspector

OTHER DIVISIONS / AGENCIES: Los Angeles Fire Department (LAFD), Fire Sprinkler
Division and the Electrical Division

ACTIONS REQUIRED:

1. Perform inspections as needed; monitor or approve compliance work.
2. Update orders to reflect changes in field conditions or ownership.
3. Make appointments with owners and their representatives to discuss the case, or to review Requests for Modification for time extensions. Request the owner to provide a written course of action and timeline for completion.
4. Respond to inquiries from interested parties about the compliance status of buildings subject to the Ordinance.
5. Attend office and site meetings, as needed, to discuss status.
6. Verify compliance with LAFD and other related inspection sections.
7. Close file when all work is completed and approved; then terminate all recorded substandard documents.