

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT**FACILITIES DEVELOPMENT DIVISION**

2020 W. El Camino Ave., Suite 800 ~ Sacramento, California 95833
355 South Grand Avenue, Suite 1900, Los Angeles, CA 90071

Phone (916) 440-8300 FAX (916) 324-9188
Phone (213) 897-0166 FAX (213) 897-0168

www.oshpd.state.ca.us/fdd



SEISMIC SAFETY REVIEW PROCESS

Before a hospital or nursing care facility can be legally built or altered in California the owner or the agent must obtain OSHPD Plan Approval and a Building Permit.

The following required documents are required:

- A Application for Plan Review (OSH-FD-121)
- B Testing, Inspection, and Observation Program (OSH-FD-303A/B)
- C Application for Inspector of Record (OSH-FD-124)
- D Building Permit (OSH-FD-302)

Also enclosed are:

- Letter of Authorization (OSH-FD-309)
- Checklist for OSHPD Plan Approval (FDD-002)

Additional required items:

- E Submit plans (blueprints) and specifications:

Plans must be complete and conform to the California Building Standards Code, Title 24. Plans should specifically cite Title 24, Part 2 (2001 California Building Code); Part 3 (2001 California Electrical Code); Part 4 (2001 California Mechanical Code); Part 5 (2001 California Plumbing Code); and Part 9 (2001 California Fire Code), as applicable.

One set is required. Two sets are recommended. Two sets may be required if the project is large or is to be contracted out for independent review.

Attached is a checklist for OSHPD Plan Approval of plan elements, each of which should be included in the plans or considered and omitted if not applicable.

- F Structural calculations (one additional set if project is to be contracted out).
- G Engineering, geologic and geotechnical reports. Three copies required for all construction.

Exception:

1. Reports are not required for one-story, wood-frame and light steel-frame building of Type II or Type V construction and 4,000 square feet or less in floor area; nonstructural, associated structural or nonrequired structural alterations and incidentals structural additions or alterations, and structural repairs for other than earthquake damage.
2. A previous report for a specific site may be resubmitted, provided that a revaluation is made and the report is found to be currently appropriate.
3. One copy is required for Skilled Nursing and Intermediate Care Facilities of one-story, Type V, wood-frame or light-steel-frame construction.

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

FACILITIES DEVELOPMENT DIVISION

2020 W. El Camino Ave., Suite 800 ~ Sacramento, California 95833
355 South Grand Avenue, Suite 1900, Los Angeles, CA 90071

Phone (916) 440-8300 FAX (916) 324-9188
Phone (213) 897-0166 FAX (213) 897-0168

www.oshpd.state.ca.us/fdd



MAIL TO:

For the Coastal, Central, Mid State
and North Regions

OSHPD
Plans and Receiving
2020 W. El Camino Ave., Suite 800
Sacramento, CA 95833

For the North LA, South LA and
South Regions

OSHPD/Los Angeles Office
Plans and Receiving
700 North Alameda Street, Suite 2-500
Los Angeles, CA 90012

The time required for review depends on several factors:

- Defects or omissions in the plans cause delay.
- Prompt reply to defect letters aids early approval. On complex projects, expect backchecks and some delay.

Building Permit

When your plans meet the OSHPD legal requirements, you will receive a “no defect” letter instructing you to arrange to have your tracings stamped. When tracings are stamped, you will be advised of any additional required approvals and the remaining documents that must be completed before a building permit is issued.

In addition to plan approval, and before a building permit can be issued, you must submit an Application for Inspector of Record for approval and a completed building permit form for review and OSHPD’s Authorizing signature.

With your authorized Building Permit from OSHPD, you will receive forms and instructions regarding inspection reporting and change orders which occur during the construction phase of your project.