

	CITY OF AGOURA HILLS BUILDING & SAFETY DIVISION 30001 LADYFACE COURT, AGOURA HILLS, CA 91301	EMAIL: Permits@AgouraHillsCity.org PHONE: (818) 597-7334 www.AgouraHillsCity.org	
EARLY START – FOUNDATION ONLY BUILDING PERMIT PROCESS		FO-15	3-1-23

Complete sets of plans and calculations for the entire building shall be submitted to the Building & Safety for review prior to the commencement of the Early Start - Foundation Only building permit process. The request for a Early Start - Foundation Only building permit will be considered on a case-by-case basis. The following additional items are required when an Early Start - Foundation Only building permit.

1. A statement of Scope of Work on the cover sheet of the plans, clearly specifying the requested area for early construction. **If structural slabs and walls for a subterranean structure are to be included, they shall clearly be indicated on the drawings.** Include all the underground utilities that would need to be performed as a part of the Early Start - Foundation Only building permit.
2. Complete foundation only (with walls and slab, if applicable) drawings including all relevant details related to the items as specified in the scope of work. **All applicable loads (vertical and lateral, including overturning) shall be specified on the drawings for each element of the structure.** The foundation-only cursory plan review will be performed for the specified loads. Provide accompanying calculations for the design of each element of the structural system/foundation.
3. A site plan and floor plans for the levels associated with the foundation only construction, with a note identifying them as “for reference only.” (Other sheets of the drawings should be excluded from the set or shall clearly be denoted as omitted or for reference only)
4. A completed “acknowledgment and assumption of risk” form (below)
5. The following clearances and/or permits are required prior to the issuance of the Foundation Only Building Permit: (Plan Check Engineer to mark which boxes are applicable)

- Planning Division clearance.
- Public Works Department clearance
- Los Angeles County Fire Department clearance
- Site and underground utilities (plumbing and/or electrical) permit.
- Grading Plan Permit
- Final Compaction Report

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PERMIT NUMBER: _____

ADDRESS: _____

ACKNOWLEDGMENT

The Undersigned owner, architect/engineer, and contractor (collectively “Undersigned”) responsible for the project located at the above address have requested an Early Start – Foundation Only building permit to construct the ONLY basement (with specific limits of scope on plan) for the proposed building. The Undersigned understands and acknowledges that:

1. The Undersigned understands that the Early Start - Foundation Only building permit is issued based on incomplete plans and understands that the plans are neither fully reviewed nor approved for construction of the complete structure or building.
2. The Undersigned understands that the plans for the entire building have not yet been reviewed or approved for compliance with the applicable California Building Standards Code and the City of Agoura Hills Municipal Code.
3. The Undersigned also understand that the proposed Project may require separate or additional permits, entitlements, or approvals from the City. No vested rights are conveyed by this Early Start - Foundation Only building permit, and in the event the project is altered, the Undersigned agree to make changes to the construction to comply with applicable City, State, and local Codes or remove the basement. The Undersigned understands, acknowledges, and freely assumes the risk that 1) issuance of this Early Start – Foundation Only building permit for only the basement does not guarantee the approval of other required permits, entitlements or approvals; and 2) the Undersigned will incur the costs of constructing a basement even though they do not yet have entitlements or approvals to complete the entire building or project.
4. Further, the Undersigned assumes all risk and responsibility due to the construction of the work included in the Early Start – Foundation Only building permit, and will strictly adhere to all code requirements and make any changes to the construction approved as part of the Early Start – Foundation Only building permit that may be needed if conditions are different from those originally assumed. The Undersigned understands that no vested rights are conveyed by this permit in the event that a conflict with any code or regulation is later identified upon checking the complete plans. Moreover, the Undersigned indemnifies and holds the City harmless from any and all liability, loss, or expenditure of any kind or nature which may be sustained as a result of the construction or as to the loads presumed to be carried on the structure. The Undersigned agrees that the building shall conform to the approved final plans as amended, without regard to the stage of construction. Before a full building permit is issued for the construction of the remainder of the project, the entire structure must be made to conform in every manner with all applicable codes and regulations. No work will be performed under this Early Start – Foundation Only building permit other than described in the scope of work statement on the cover sheet of the drawings for the basement for which this Early Start – Foundation Only building permit is issued.



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(continue)

PERMIT NUMBER: _____

ADDRESS: _____

ACKNOWLEDGMENT (continued)

I/we, the Property Owner, am/are proceeding at my/our own risk without assurance by the City that a permit, entitlement, or other approval for the entire building will be approved by the City.

PROPERTY OWNER:

Name: _____

Company: _____

Address: _____

Signature: _____ Date: _____

We, the responsible Architect/Engineer and Contractor, are aware of the construction proceeding under the conditions above.

ARCHITECT:

Name: _____

Company: _____

Address: _____

Signature: _____ Date: _____

ENGINEER:

Name: _____

Company: _____

Address: _____

Signature: _____ Date: _____

CONTRACTOR:

Name: _____

Company: _____

Address: _____

Signature: _____ Date: _____