



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING & SAFETY DIVISION

**NOTICE AND ORDER**

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

**CERTIFIED MAIL**  
**US MAIL**

**RE: BUILDING RETROFIT REQUIREMENTS FOR:  
PROPERTY AT ASSESSOR'S PARCEL NUMBER: [REDACTED]**

Dear Property Owner:

The City of Pasadena recently adopted Ordinance No. 7345 which amends Section 14.08 of the Pasadena Municipal Code. The Ordinance creates minimum standards to reduce the risk of collapse and improve the performance of such buildings during earthquakes. This includes structures consisting of partial tuck-under parking on the first floor level with living space in the floors above, and wood-framed multi-story buildings with soft, weak or open-front walls.

According to City records, the above referenced structure(s) is identified as a soft-story. The referenced Pasadena Ordinance requires that the structure(s) be strengthened to reduce the risk of collapse and improve their performance during earthquakes.

**You are hereby notified that the structure referenced above contains one or more soft-story buildings, therefore, you must take necessary action to retrofit the structures to meet the standards established pursuant to Ordinance No. 7345. Owners of soft-story buildings must adhere to the following:**

**1. *Time Period for Compliance***

Owners of soft-story buildings must submit retrofit plans and obtain a building permit for the retrofit within three years from the date of this notice. Construction completion is required within seven years from the date of this notice.

**2. *Design Standards***

Owners of soft-story buildings shall cause an investigation of the existing construction and a structural analysis to be performed on the building by a Registered Civil or Structural Engineer licensed in the State of California. If the building does not meet the minimum

standards set forth in the City's *Seismic Design Guidelines*, the owner shall take action to retrofit per Ordinance No. 7345.

The City's *Seismic Design Guidelines* are available online at:  
<https://ww5.cityofpasadena.net/planning/soft-story-retrofit-ordinance/>

### **3. Screening Form**

If an Owner of a soft-story building believes such building is not subject to the retrofitting requirements of this Ordinance, the Owner shall submit a completed Screening Form to the Building & Safety Division for review. The Screening Form shall be completed by a Registered Civil or Structural Engineer licensed in the State of California, and shall state whether the structure conforms to the earthquake design provisions contained in the City's *Seismic Design Guidelines*. The requirement for said retrofit is not appealable when the Screening Form states that the structure does not conform to the earthquake design provisions contained in the City's *Seismic Design Guidelines*.

The City's *Screening Form* is available online at:  
<https://ww5.cityofpasadena.net/planning/soft-story-retrofit-ordinance/>

### **4. Other**

- a. Condominiums: Owners of condominium units located within buildings identified as soft-story are advised that retrofit plans are required on a per-building basis, not per unit. As such, compliance with this ordinance may require coordination with the respective homeowners' association.
- b. Properties with Multiple Buildings: Owners of properties containing multiple buildings and owners of condominium units located within developments that contain multiple buildings, are advised that not all buildings within the development may be subject to the retrofit requirements. It is the responsibility of the property owner(s) to assess each building within the property to determine which buildings are subject to the retrofit requirements.
- c. Buildings Permitted After 1976: Owners who believe that their building was permitted after November 12, 1976 may send an email to [softstoryretrofit@cityofpasadena.net](mailto:softstoryretrofit@cityofpasadena.net). Include the owner's name, the property address, and all supportive documentation. Requests will not be processed if supportive documentation is not provided or if the year of construction is prior to 1976.

If you believe you are receiving this letter in error, please visit the Permit Center or email [soft-storyretrofit@cityofpasadena.net](mailto:soft-storyretrofit@cityofpasadena.net). For the most current information and to access the referenced documentation, please visit [www.cityofpasadena.net/softstoryretrofit](http://www.cityofpasadena.net/softstoryretrofit). For questions, please contact [softstoryretrofit@cityofpasadena.net](mailto:softstoryretrofit@cityofpasadena.net).

Sincerely,

*Ronald Takiguchi*

Ronald Takiguchi  
Building Official