



CITY OF PASADENA

BUILDING AND SAFETY DIVISION

175 North Garfield Avenue, Pasadena, CA 91101-1704
(626) 744-4200 Fax: (626) 744-3979
www.cityofpasadena.net

SCREENING FORM

FOR EXISTING WOOD FRAMED BUILDINGS WITH SOFT, WEAK OR OPEN FRONT WALLS

This Screening Form is the first milestone (optional) set forth Section 14.08 of the Pasadena Municipal Code for the retrofit of existing wood-frame buildings with soft, weak, or open front walls. This Screening Form is intended to provide additional information to determine if a building is in the scope of the ordinance and a retrofit is required or if the building is exempt from further evaluation.

The building information provided in this screening form will be reviewed by the City of Pasadena to determine whether the seismic retrofit is required, in accordance with Section 14.08 of the Pasadena Municipal Code.

This Screening Form must be prepared by a Design Professional (Civil Engineer or Structural Engineer) registered in the State of California.

Separate buildings on the same parcel should be submitted on separate screening forms.

Additional information about the Seismic Retrofit Program can be found at:
<https://ww5.cityofpasadena.net/planning/soft-story-retrofit-ordinance/>



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Section 1: Building & Owner Information

Building Information:

Building Address:			
Parcel Number:		Year Built:	
No. of Units in Building:		No. of Stories above Grade:	
Basement:	Full <input type="checkbox"/>	Partial <input type="checkbox"/>	None <input type="checkbox"/>

Owner Information:

Name:			
Mailing Address:			
City, State:		Zip:	
Phone:		Email:	



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Section 2: Scope of Determination & Building Type (to be completed by a Design Professional registered in the State of California)

Question	Yes	No
1. Was the original permit for construction applied for before November 12, 1976?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the first story of the building, or first story above a concrete podium, of Type V (wood-frame) construction?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the building have open wall line(s) or open ground floor parking on the first floor (or on the first wood-framed floor above a concrete podium) similar to the configurations exhibited on page 8? If Yes, which configurations* apply? Check all that apply. Type: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> <i>*Refer to page 8 for diagrams configurations Types A, B, C, D and E.</i>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the questions 1 through 3 above are marked ‘NO’: The building may be exempt from compliance with Section 14.08 of the Pasadena Municipal Code.

If ALL three of the questions are marked ‘YES’: The building is subject to compliance with Section 14.08 of the Pasadena Municipal Code. Complete Section 3 and 5.

Previous Retrofit: Has the building been retrofitted previously? Yes No
If ‘YES’, complete Section 4.



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Section 3: Plan/Elevation Sketches & Photographs

In order to determine the status of the building and its compliance with Section 14.08 of the Pasadena Municipal code, the following documents shall be submitted as attachments and reviewed by the Building & Safety Division:

1. Provide a floor plan* of the ground floor, with dimensions and drawn to scale. The plan shall include the following:
 - a. A dotted outline of the floor above the ground floor, including the locations and dimensions of balconies, cantilevers, and setbacks.
 - b. Provide labels identifying areas of different use or occupancy group.
 - c. Provide a north arrow, and show street names adjacent to the property.
2. Provide elevations¹ of the perimeter walls indicating width of openings and total length of wall (openings shall include windows, doors, etc.)
 - a. Indicate apparent wall material (e.g. wood frame, steel frame, concrete, block or brick).
3. Provide photos of the perimeter walls.
 - a. Indicate which elevation the photo show (e.g. north, south, east, west)
 - b. Please provide a date of the photo when it was taken.
4. Identify scope of retrofit.
 - a. Clearly identify on the drawings which lines are to be retrofitted.

Upon review of the documents listed above, the Building & Safety Division may require additional information.

*Note: *Documents to be in 24x36 format only.*



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Section 4: Previous Retrofit

Question	Yes	No
1. Has a previous retrofit been completed?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the previous completed seismic retrofit meet or exceed the requirements of Chapter 14.08 of the Pasadena Municipal Code? If 'YES', please provide the permit number: BLD _____ - _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Please attach supporting documentation to include drawings and structural calculations for review by the Building & Safety Division.		
<div style="border: 1px solid black; height: 200px; width: 100%;"></div>		



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Section 5: Building Determination, Design Professional Statement, Owner Acknowledgment

DIRECTIONS: Building Status of Compliance with Section 14.08 of the Pasadena Municipal Code. Please check only 1 box.	
NON-EXEMPT: Building is to be retrofitted in accordance with Section 14.08 of the Pasadena Municipal Code.	<input type="checkbox"/>
EXEMPT: Building is not subject to compliance with the ordinance due to the information provided in Section 2.	<input type="checkbox"/>
EXEMPT: Building is not subject to compliance with the ordinance because all soft, weak, open wall lines have been previously retrofitted in compliance with Chapter 14.08 of the Pasadena Municipal Code, as indicated in Section 4.	<input type="checkbox"/>

Design Professional

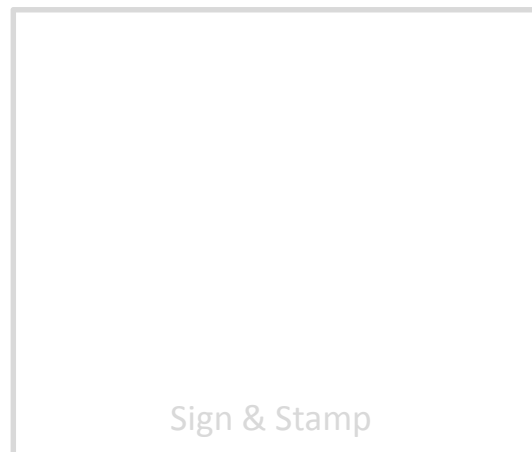
Under penalty of perjury, I certify that the information provided in this screening form is based on my personal review of the building and its records, or review by others acting under my direct supervision, and is correct to the best of my knowledge.

_____ Date Stamped & Signed

_____ Firm Name

_____ Design Professional Telephone

_____ Design Professional Email



5.2 Owner Acknowledgement

I have reviewed this form with the Design Professional and understand the conclusions of this screening report.

Signature

Date



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FOR BUILDING & SAFETY DIVISION USE ONLY

The form appears to be complete and is acceptable to the City of Pasadena as presented by the design professional statements? YES NO

The following sections of the form are incomplete (see below):

SECTION 1: Building & Owner Information

SECTION 2: Scope of Determination & Building Type

SECTION 3: Plan/Elevation Sketches & Photographs

SECTION 4: Previous Retrofit

SECTION 5: Design Professional Statement & Owner Acknowledgement

List additional information that is needed:

Building & Safety Division Reviewer: _____



CITY OF PASADENA

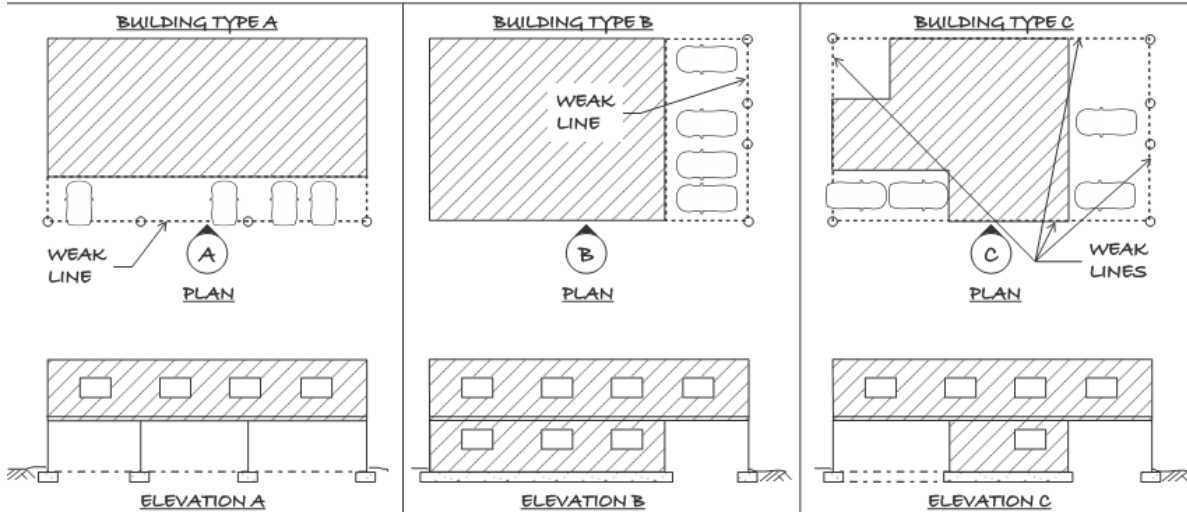
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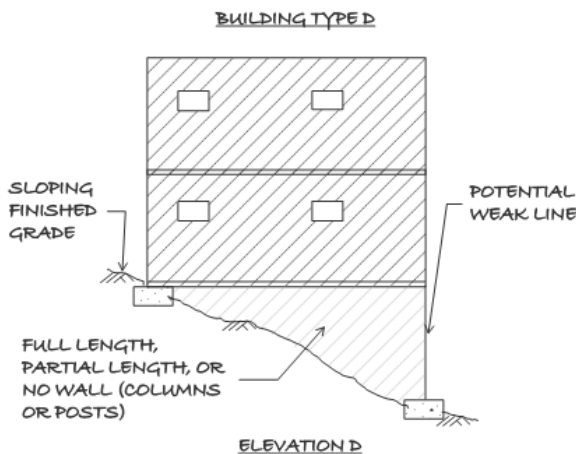
Building Configurations:



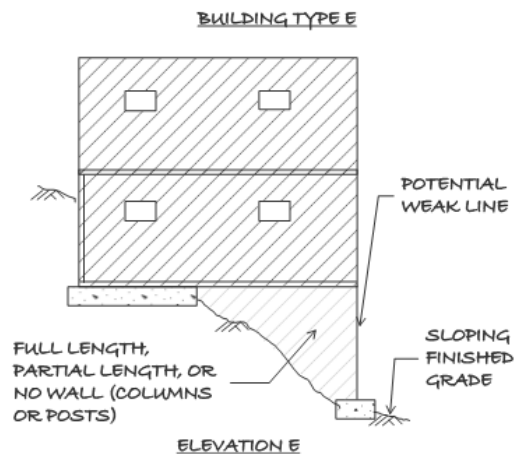
BUILDING TYPE A HAS AN OPEN WALL ON THE LONG DIRECTION OF THE BUILDING THAT CREATES A WEAK LINE AT THE LOWER LEVEL.

BUILDING TYPE B HAS AN OPEN WALL ON THE SHORT DIRECTION OF THE BUILDING THAT CREATES A WEAK LINE AT THE LOWER LEVEL.

BUILDING TYPE C HAS OPEN WALLS AND/OR REDUCED WALL LENGTHS RELATIVE TO THE STORY ABOVE ON MORE THAN ONE SIDE OF THE BUILDING THAT CREATE MULTIPLE WEAK LINES AT THE LOWER LEVEL. NOTE THAT THIS PLAN IS NOT REPRESENTATIVE OF ALL POSSIBLE CONFIGURATIONS.



BUILDING TYPE D IS A HILLSIDE STRUCTURE WHERE THE FINISHED GRADE SLOPES MORE THAN 1 VERTICAL UNIT IN THREE HORIZONTAL UNITS (33% GRADE). THE BUILDING IS ORIENTED SUCH THAT THE BASE STORY IS DIFFERENT ON OPPOSITE ENDS OF THE STRUCTURE.



BUILDING TYPE E IS A HILLSIDE STRUCTURE WHERE THE FINISHED GRADE SLOPES MORE THAN 1 VERTICAL UNIT IN THREE HORIZONTAL UNITS (33% GRADE). THE BUILDING IS ORIENTED SUCH THAT THE BASE STORY IS DIFFERENT ON OPPOSITE ENDS OF THE STRUCTURE. IN THIS CASE, ONE OR MORE STORIES IS PARTIALLY UNDERGROUND, RETAINING SOIL ON ONE OR MORE SIDES OF THE STRUCTURE.