

PASADENA SOFT-STORY PRE-OFFER WORKSHEET

For a multi-unit building or condominium inside the City of Pasadena. One page. Fill it in before you remove contingencies.

1. The parcel

Address _____ APN _____
Units on the whole parcel _____ Buildings on the parcel _____ Stories _____ Condominium? yes / no
Tuck-under parking or other open ground floor? yes / no Qualified historic building? yes / no

2. Is it inside Chapter 14.08? PMC 14.08.020 (both must be yes)

☐ Permit for the original building applied for on or before November 12, 1976. Date found: _____ Source: _____
☐ Ground floor or basement has parking or similar open space creating a soft, weak or open-front wall line.
Outside the chapter: single-family residence; parcel with four or fewer units; concrete podium level with a rigid diaphragm
(the first wood-frame story above the podium is still covered). If no permit can be located, the Building Official decides.

3. Priority group, PMC 14.08.050 Table B (tick one)

☐ Priority 1: 3 or more stories, or 25 or more units, or qualified historic (any size). City notice date: December 5, 2019
☐ Priority 2: parcel with 10 to 24 units. City notice date: December 2, 2020
☐ Priority 3: non-historic 2-story building, 5 to 9 units. City notice date: March 3, 2021

4. The clock for THIS building (counts from the day the notice was mailed, 14.08.060(C))

Mailing date on the Notice and Order: ____ / ____ / ____ Copy of the notice obtained? yes / no
Plans submitted and permit obtained: code says 3 years = ____ / ____ / ____ city page says 4 years = ____ / ____ / ____
Construction complete, 7 years = ____ / ____ / ____ Days left from today: _____
Extension granted under 14.08.060(E), up to six calendar months? yes / no New date: ____ / ____ / ____
Which plans deadline applied, confirmed in writing by Building and Safety? yes / no By: _____

5. Permit status, from city records and not from the listing

☐ Screening form filed (optional, year 1). Result: conforms / does not conform
☐ Retrofit plans submitted. Date _____ Permit issued. Number _____ Date _____
☐ Permit finalized. Date _____ If not finalized: inspections still open _____
☐ Owner's limited-scope statement on the drawings read (14.08.100(C)): the full building was not evaluated
☐ Notice of violation recorded with the County Recorder? yes / no (check the preliminary title report; recording is discretionary)

6. If it is a condominium

☐ Statement of regular and special assessments received, Civil Code 4525(a)(4). Special assessment: \$ _____
☐ Board-approved changes not yet due, 4525(a)(8). Amount \$ _____ Starts _____
☐ Approved board minutes for the previous 12 months requested, 4525(a)(10). Retrofit mentioned? yes / no Page _____
☐ Which buildings in the development are covered: _____ Mine? yes / no

7. If it is a rental building

☐ Written tenant notice of the project kept by the owner, 14.08.070 (scope, duration, contractor contact)
☐ Units under the rent provisions of Charter Article XVIII: _____ Units exempt under section 1804: _____
☐ Any unit expected to be uninhabitable 30 days or more (section 1806(a)(8) tenant rights apply)? yes / no
Retrofit budget. Engineer's estimate \$ _____ Spent to date \$ _____ Left to spend \$ _____
Grant. 5 to 10 units, tuck-under parking, notice and order received? yes / no CRMP registration made? yes / no

Notes
