



Planning & Development Department
Building & Safety Division

How to Comply with the Report Requirements of the Soft Story Ordinance (BMC 19.39)

- Retain an engineer to prepare a report identifying seismic weaknesses that follows the Soft Story Engineering Evaluation Report Framework.
- A plan to fix identified seismic weaknesses is required. (Retrofit is currently not required; however, to be removed from the Inventory, see Retrofit Requirements for Removal from Inventory of Soft Story Buildings.)
- At the Permit Service Center (2120 Milvia Street, 510-981-7500):
 - Fill out the transmittal form **Submittal of Engineering Report Required by Soft Story Ordinance**.
 - File two originals, and an electronic pdf of the report.
 - Pay the review fee of \$583.00.
- Have the engineer respond to review comments, if any.

More information:

- For copies of the Report Framework, the Soft Story Ordinance, a roster of engineers who attended our seminar, extension request forms, and other documents, go to our web site at the following address:

<http://www.ci.berkeley.ca.us/softstoryprogram>

- Contact Information:
Building and Safety Division
510 981-7440 option 0