



(310) 253-5800

www.culvercity.gov

PLANNING AND DEVELOPMENT DEPT.
BUILDING SAFETY DIVISION

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

MECHANICAL PERMIT APPLICATION

DATE: ____/____/____

JOB ADDRESS: _____

☐ Commercial ☐ Residential ☐ Mixed-use

PROPERTY OWNER: _____

Mailing Address _____

City, Zip Code _____

Phone Number _____

Email Address _____

TENANT/BUSINESS: _____

Mailing Address _____

City, Zip Code _____

Phone Number _____

Email Address _____

CONTRACTOR: _____

Mailing Address _____

City, Zip Code _____

Phone Number _____

CSLB Contractor License # _____

Culver City Business License # _____

Email Address _____

ENGINEER: _____

Mailing Address _____

City, Zip Code _____

Phone Number _____

Email Address _____

ARCHITECT/DESIGNER: _____

Mailing Address _____

City, Zip Code _____

Phone Number _____

Email Address _____

AGENT/OTHER: _____

Address _____

City, Zip Code _____

Phone Number _____

Email Address _____

Permit item	Fee	# of each
Issuance fee (automatically included)	\$117.23	1
Absorption system up to 600,000 Btu	\$70.33	
Absorption system over 600,000 Btu	\$93.78	
Air handling unit up to 1,200 cfm	\$93.78	
Air handling unit 1,201 to 6,000 cfm	\$125.04	
Air handling unit over 6,000 cfm	\$234.46	
Appliance gas vent	\$70.33	
Boiler/Compressor up to 3 ton	\$70.33	
Boiler/Compressor 3.1 ton to 15 ton	\$85.97	
Boiler/Compressor 15.1 ton to 30 ton	\$101.60	
Boiler/Compressor 30.1 ton to 50 ton	\$195.38	
Boiler/Compressor over 50 ton	\$273.54	
Commercial/Industrial oven/ Incinerator (enter valuation in \$)	per schedule*	\$
Duct or Area smoke detectors	\$39.07	
Evaporative cooler/Make-up air	\$46.89	
Fire/Smoke or Fire dampers	\$39.07	
Fireplace	\$54.70	
Furnace up to 100,000 Btu	\$54.70	
Furnace over 100,000 Btu	\$78.15	
Gas System	Up to 5 outlets	\$54.70
	Each outlet over 5	\$78.15
Heater: Floor/Unit/Recessed wall	\$62.52	
Heat pump	\$312.62	
Mechanical exhaust hood/System (enter valuation in \$)	per schedule*	\$
Mini split	\$156.31	
Miscellaneous (Enter valuation in \$)	per schedule*	\$
Registers (supplies and returns)	\$31.26	
Repair/alteration to existing system	\$54.70	
Single duct exhaust/Supply fan/Vent	\$39.07	
Test witness fee (Hood/Shut-off)	\$234.46	
VAV box	\$15.63	
VAV box with heating coil or fan coil	\$39.07	
VAV box with heating coil and fan coil	\$54.70	
Ventilation system up to 1,000 cfm	\$54.70	
Ventilation system 1,001 to 3,000 cfm	\$93.78	
Ventilation system over 3,000 cfm	\$101.60	

5.44% Technology surcharge added to all permits

*Valuations-based fees per the Building Permit Fee Schedule

PLEASE TURN FORM OVER TO CONTINUE ➡

Revised: 11/2025 (FY25-26)



PLANNING AND DEVELOPMENT DEPT.
BUILDING SAFETY DIVISION

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

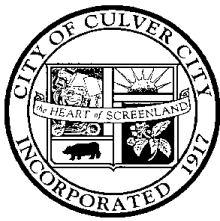
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The following work requires plan review, check all that apply:

- ☐ New or altered commercial kitchen
- ☐ Work floor area is 10,000 square feet or more
- ☐ Construction of new multi-family or mixed-use building with 3 or more residential units
- ☐ Installing an HVAC system with a total aggregated tonnage of 9 tons or more
- ☐ Installing or replacing equipment that weighs more than of 400 lbs. Associated equipment seismic anchorage will require a separate Building Permit.
- ☐ Installing or altering environmental an exhaust system (garage ventilation) or product conveying exhaust
- ☐ Installing or altering a smoke evacuation system
- ☐ Cannabis related project

Plan review procedure:

- Submit two sets of mechanicals plans, with a complete Mechanical Permit Application
- When applicable, Mechanical Engineer to certify that project conforms to the Culver City Cannabis Ordinance, including certification and performance of odor absorbing ventilation and exhaust system
- Plan reviews may require architectural drawings for reference
- Plan reviews will take approximately 15 to 20 business days



Planning and
Development Department
Current Planning Division



PLANNING DIVISION
9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

(310) 253-5710
•
FAX (310) 253-5721

Application for Mechanical/Utility Equipment

LOCATION OF EQUIPMENT: ☐ Ground-Mounted ☐ Roof-Mounted

Date: _____

Permit No.: _____

Project Address: _____

Applicant Name: _____

Description of Work: _____

• SUBMITTAL CHECKLIST:

- ☐ Site Plan – Indicate new or existing, mounting method (ground, wall or roof), method and location of screening, any property fences, and setback distances of equipment and screening from all property lines.
- ☐ Elevation – Required if new screening is required. See Screening Requirements below; *or*
- ☐ Line of Sight Drawing – Required if no screening is proposed for new or replacement roof-mounted equipment in order to demonstrate that existing features sufficiently provide screening as required.

Note: Building and Safety Division may have additional requirements for roof-mounted equipment and/or screening on the roof. Contact the Division for information.

• ALLOWED PROJECTIONS (CCMC 17.300.025.E):

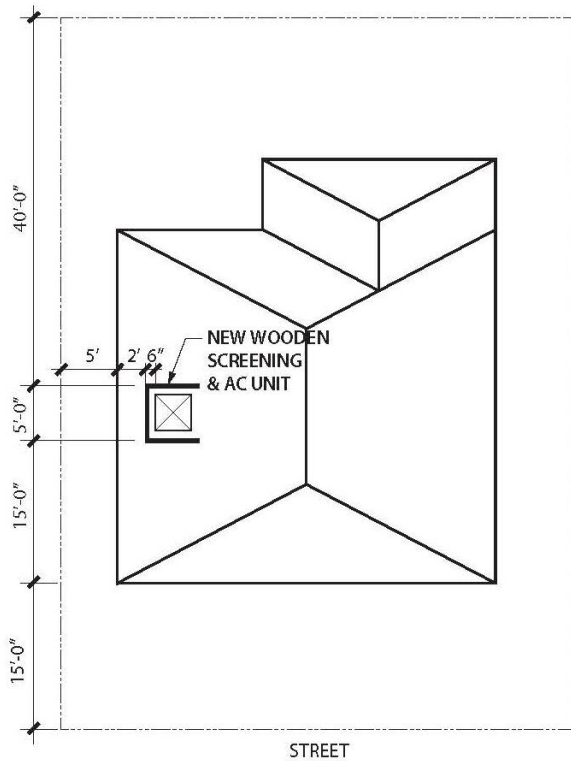
Projecting Features	Maximum Allowed Projection Into Required Setback Area		
	Front	Side	Rear
Equipment - Air conditioners, ground mounted water heaters, fixed barbecues, sinks, fixed counters, and similar equipment	24 inches	None	24 inches
Equipment - Electric, gas meters and wall mounted water heaters	24 inches	18 inches	24 inches

• SCREENING REQUIREMENTS (CCMC 17.300.035.C):

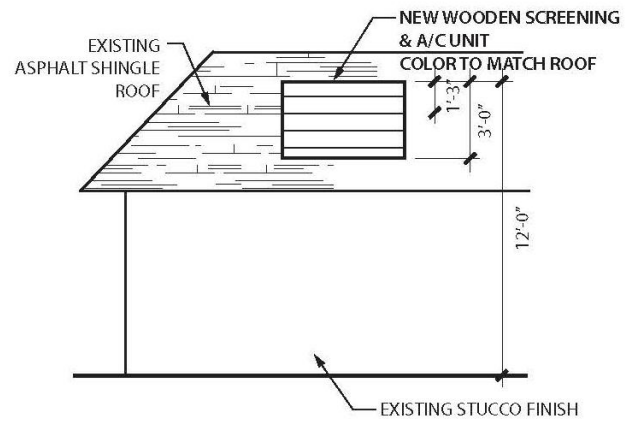
1. Mechanical equipment (e.g. air conditioning, heating, exhaust, and ventilation ducts, etc.), loading docks, refuse and recyclable materials storage areas, and utility services shall be screened from public view from adjoining public street and rights-of-way and surrounding area(s) zoned for residential or open space uses as determined by the Director.
2. The method of screening shall be architecturally compatible with other on-site development in terms of colors, materials, and architectural style as determined by the Director.
3. Plant materials shall be installed adjacent to the walls, at the discretion of the Director, in compliance with Chapter 17.310 (Landscaping).
4. All mechanical equipment screening shall be subject to review and approval by the Director and Fire Department.

- **DRAWING EXAMPLES** (all drawings shall be drawn to scale):

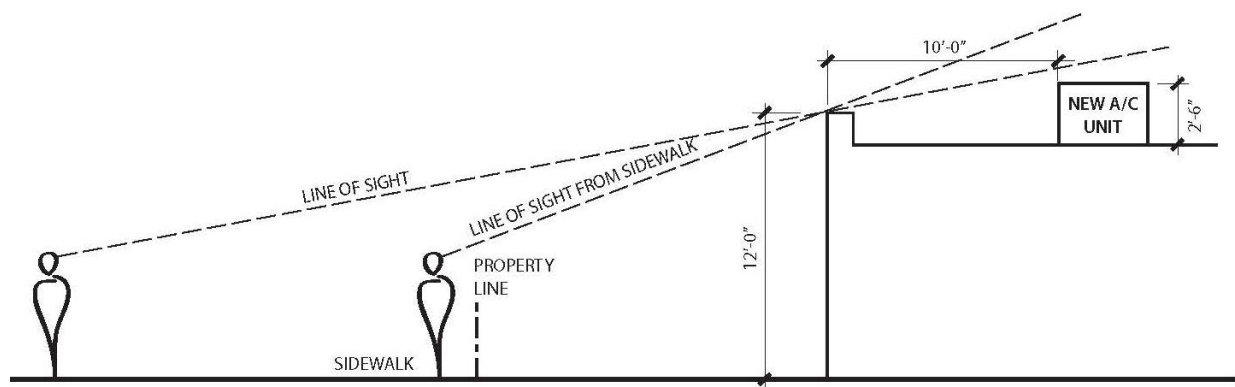
Note: Dimensions are for example purposes only. Refer to appropriate Section(s) for development standards.



SITE PLAN



ELEVATION



LINE OF SIGHT DRAWING
(Required for unscreened roof-mounted units)

SITE PLAN

Include the following: Property lines, building footprint(s), dimensioned setbacks, equipment dimensioned to the nearest property line, north arrow, scale, and street name(s).

