



Condominium Conversions Application Checklist

1. A Condominium, as defined in [LBMC 20.36.045](#), is an estate in real property consisting of an undivided interest in common in a portion of a real property together with a separate interest in airspace in a residential, industrial, or commercial building on such real property. A condominium may include, in addition, a separate interest in other portions of such real property as defined in Section 4125 of the California Civil Code.
2. This checklist is applicable for ownership conversion projects where ownership of existing buildings is subdivided into common interest ownership whether such subdivision involves residential to residential; residential to commercial/industrial; commercial/industrial to commercial/industrial or commercial/industrial to residential use conversions.
3. The condominium conversion application shall be prepared in accordance with Chapter 20.12 Tentative Maps.
4. The following information shall be filed with the completed Planning Permit Application (Condominium Conversion):
 - Proof of Tenant Notification per [LBMC Section 20.32.040](#).
 - The owners shall submit with the application for tentative map approval for conversion inspection reports from State licensed contractors for the heating and plumbing systems of the project, as well as reports for an inspection of the roof and an inspection for termites if applicable. All such inspections shall have been conducted within three (3) months prior to the submittal of the tentative map.
 - An energy audit of the buildings shall be performed that evaluates how existing conditions can more closely reflect current Building Code requirements. A report with the audit's findings shall be prepared to the approval of the City's Chief Building Official.
 - In addition to the application submittal requirements for tentative maps, the tentative map shall provide cross-sectional drawings showing how the proposed building or buildings are to be divided into ownership boundaries.
 - Existing Conditions Report - An existing conditions report shall be provided to determine if right-of-way and utility improvements, as well as other site improvements will be required for the development. The following are typical project improvements that may require upgrading as part of the conversion request:
 - Right-of-way improvements abutting the property including sidewalks, curbs cuts, curbs, gutters, driveway approaches, alleys and parkway landscaping including trees.

- Repaving and striping of on-site hardscapes such as parking areas and driveways.
 - Utilities such as gas lines, water mains, and sewer laterals, and other utilities.
 - Building façade upgrades such as siding replacement, plaster patching, new windows, and painting.
 - Landscaping improvements for beautification, energy efficiency, reducing water runoff and reducing water use.
 - Open space enhancements and community recreation facilities.
- Improvement Plan - Based on the recommendations of the existing conditions report, an improvement plan shall be submitted to the Community Development Department that includes detailed information for upgrading the proposed project to the standards in effect for construction of new buildings, to the extent financially and practically feasible with regard to building/architectural design, site improvements, parking, open space and landscaping. No improvement plan shall be deemed adequate for purposes of processing a tentative map for condominiums until approved by the Community Development Director, or the Director's designated representative, as complying with the requirements of this section. Submittal requirements include, but are not limited to, the following:
- A site plan showing all existing and proposed structures, including walls and fences, landscaping, site amenities, irrigation systems, driveways, and parking areas, including the information set forth in Section 20.24.030. The site plan shall be consistent with the current California Building Code Section 107.2.5 stating a site plan shall have an accurate boundary.
 - A statement of the current and proposed ownership of the subject property and its current and proposed use.
 - A description of the site including its overall area.
 - The number of existing and proposed dwelling units in the project and including the number of bedrooms in each unit.
 - A copy of the current management program, as well as a proposed management program that includes requirements for oversight of parking assignments, operations standards, structural maintenance, and a schedule for all types of long-term project maintenance needs.
 - The plan shall identify existing facilities and plan improvements to help enhance the quality of the development such as laundry facilities, heating and cooling systems, and on-site storage areas for the use of tenants.

- A statement of proposed assessments and fees to be charged to owners of dwelling units after conversion to condominiums.
 - An inspection report prepared by a third-party substantiating that the full extent of necessary improvements is included in the submitted improvement plan.
 - A market rate study.
 - Typical conditions - The subdivider shall commission a current structural pest control inspection report prepared by a licensed professional, showing the subject premises to be free of evidence of termite, dry-rot, fungi and/or damage therefrom. Such a report shall be deemed current for a period of not more than ninety (90) days following the date of inspection.
 - Building code compliance and special code compliance inspection - The owner seeking conversion shall file a request with the Building and Safety Bureau for a special code compliance inspection. The report from such inspection of all units to be converted must be received by the Planning Bureau before an application for a tentative map for a conversion is considered complete. Such report shall list all violations relating to the applicable requirements in Title 18 of the Long Beach Municipal Code which may cause health or safety hazards as determined by the Building and Safety Bureau.
 - Major system corrections and inspection reports - The owners shall submit with the application for tentative map approval for conversion inspection reports from State licensed contractors and all such inspections shall have been conducted within three (3) months prior to the submittal of the tentative map.
5. For more information on processing, please see [LBMC Section 20.32](#).

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.