



Seismic Screening Form

Hayward Municipal Code Chapter 9 Article 7

This form is provided for owners of buildings that might be subject to Hayward Municipal Code (HMC) Chapter 9 Article 7: Mandatory Seismic Screening of Certain Residential Buildings. The form is authorized by HMC Section 9-7.100.60. Building Division staff are authorized to require additional information as needed.

INSTRUCTIONS:

1. Submit this form by **October 30, 2020** if any building on the subject parcel has 5 or more dwelling units. If all buildings on the subject parcel have fewer than 5 dwelling units, submit this form by **April 30, 2021**.
2. Submit this form (and additional Part 3 sheets and supporting materials, if needed):
 - As a pdf attachment, by email to Soft.Story@hayward-ca.gov, with "Seismic Screening Form" in the subject line, **or**
 - As a hard copy by U.S. mail or in person to the Building Division (address above).
3. Where Part 3 Questions 4 and 5 are required, this form requires the certification of a California licensed design professional (architect, civil engineer, or structural engineer). Where required, it is the building owner's responsibility to engage a qualified design professional.
4. Terms shown in **bold, italic font** are defined in HMC Section 9-7.300 and are provided for convenience in Part 2.
5. Additional line-by-line explanations and examples are provided in a separate document, Seismic Screening Form: Examples, available at <https://www.hayward-ca.gov/your-government/programs/mandatory-soft-story-seismic-screening-ordinance>.

PARCEL NUMBER:

Condominium owners: List all parcel numbers comprising the property:

PROPERTY ADDRESS(ES):

OWNER(S):

REFERENCE NUMBER:

Does this form replace or supplement a previously submitted form for the same parcel? Yes No

PART 1 – CONTACT INFORMATION

Owner telephone

Owner email

Owner mailing address

Authorized agent (optional)

Agent telephone

Agent email

Agent mailing address

CONDOMINIUM OWNERS: Submit only one set of contact information for each condominium association.

PARCEL NUMBER _____

PART 2 – SEISMIC SCREENING FORM INSTRUCTIONS AND DEFINITIONS**General Instructions:**

1. How many distinct buildings are on this parcel? _____

- Count only buildings that contain dwelling units.
- For condominiums with individual parcel numbers, “this parcel” should be understood as the entire property. The intent of Question 1 is to count whole, distinct buildings.
- If there is only one building on the parcel, enter “1” as the answer to Question 2, then go to Part 3.
- If there is more than one building type on the parcel, complete additional Part 3 sheets for each unique building type. A single Part 3 sheet may be used to cover multiple buildings if they are essentially identical in their key physical attributes.

2. How many Part 3 sheets are you submitting to cover all of the buildings on this parcel? _____

- If there is more than one building on the parcel, assign each building a unique identifier (for example: A, B, etc.).

Instructions for completing Part 3:

1. Pre-1979? Answer Yes if the building was constructed or permitted for construction before January 1, 1979 or designed based on an adopted version of the 1976 or earlier edition of the Uniform Building Code.
2. Three or more dwelling units? See the definition of **dwelling units** below. Vacant units must be included.
3. Two or more stories ...? Answer Yes if the building has an occupiable story over any of the following: a lower occupiable story, a crawlspace, or a basement that extends above grade at any point. An attic with a pitched roof need not be counted as a story.
4. **Target story?** See the definition of **target story** below.
5. **Wood frame target story?** See the definition of **wood frame target story** below. Most buildings have at most one **wood frame target story**. Buildings on sloped sites can sometimes have two or more **wood frame target stories**.

Definitions (HMC Section 9-7.300):

Dwelling unit. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation; or any individual residential unit in a building with R-1 or R-2 occupancy; or any guestroom, with or without a kitchen, in either a tourist or residential hotel or motel. Any unit occupied as a dwelling unit, whether approved or not approved for such use, shall be counted as a dwelling unit.

Target story. Either (1) a basement story or underfloor area that extends above grade at any point or (2) any story above grade, where the wall configuration of such basement, underfloor area, or story is substantially more vulnerable to earthquake damage than the wall configuration of the story above; except that a story is not a target story if it is the topmost story or if the difference in vulnerability is primarily due to the story above being a penthouse, or an attic with a pitched roof.

Wood frame target story. A wood frame target story means a target story in which a significant portion of lateral or torsional story strength or story stiffness is provided by wood frame walls.

PARCEL NUMBER _____

PART 3 – BUILDING SCREENING INFORMATION

Building ID(s): _____ Building Street Address(es): _____

For Owner or Design Professional			For Design Professional Only	
1. Pre-1979? Yes <input type="checkbox"/> No <input type="checkbox"/> Year constructed (if known): _____	2. Three or more dwelling units? Yes <input type="checkbox"/> No <input type="checkbox"/> Number of dwelling units : _____	3. Two or more stories, or 1 story over crawl space? Yes <input type="checkbox"/> No <input type="checkbox"/> Number of stories above grade: _____	4. Target story? Yes <input type="checkbox"/> No <input type="checkbox"/>	5. Wood frame target story? Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to Question 1, 2, or 3 is No, this building is exempt from further screening; skip Questions 4 and 5 and provide documentation (e.g. a copy of the deed to title, building plan, photos of the building, etc.) to support the basis for your No answer. If <i>all</i> the buildings on the parcel are exempt from further screening, skip Part 4, complete Part 5, and submit the form. Exemption from any part of HMC Chapter 9, Article 7 is not necessarily an indication of earthquake safety. If the answer to all three of Questions 1, 2, and 3 is Yes, a California licensed design professional must complete Questions 4 and 5, the rest of Part 3, and Part 4.			If the answer to both Question 4 and 5 is Yes, complete the table below for the lowest wood frame target story . Otherwise, give the basis for your No answer and provide your rationale or notes in the space below: <input type="checkbox"/> Evaluation per HMC Section 9-7.400. Submit a copy of the evaluation report with this form. <input type="checkbox"/> Prior retrofit. Permit number: _____ <input type="checkbox"/> Professional judgement based on definitions.	
Rationale / notes: <div style="height: 150px;"></div>				

Number of **wood frame target stories**: _____. For the lowest **wood frame target story (WFTS)**, complete the following:

WFTS lateral system (check all that apply)	WFTS configuration	WFTS use/occupancy (check all that apply)	Fire sprinklers present?
<input type="checkbox"/> Wood frame walls <input type="checkbox"/> Full-height concrete or CMU walls <input type="checkbox"/> Steel frame <input type="checkbox"/> Other: _____	<input type="checkbox"/> Full story above grade <input type="checkbox"/> Full story, but some walls are also retaining or basement walls <input type="checkbox"/> Unfinished crawl space <input type="checkbox"/> Hillside underfloor area <input type="checkbox"/> Basement partly above grade	<input type="checkbox"/> Residential unit(s): _____ <input type="checkbox"/> Hotel / motel units: _____ <input type="checkbox"/> Other business / mercantile area <input type="checkbox"/> Lobby / tenant common <input type="checkbox"/> Parking / storage <input type="checkbox"/> Unoccupied and unfinished	Yes* <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>

* Checking Yes does not necessarily indicate that the observed sprinklers are compliant, functional, or adequate for their intended purpose.

PARCEL NUMBER _____

PART 4 – DESIGN PROFESSIONAL AFFIDAVIT

DESIGN PROFESSIONAL

Under penalty of perjury, I certify that the information provided in Part 3 of this form is based on information provided by the Owner/Agent identified below, on my personal review of the building and its records, or on review by others acting under my direct supervision, and is correct to the best of my knowledge.

Date stamped and signed

Name

Firm name (optional)

Telephone

Email

[Professional Stamp Here]

PART 5 – OWNER / AGENT AFFIDAVIT

OWNER / AGENT

Under penalty of perjury, I certify that the owner identified in Part 1 has authorized me to sign this form and that the information provided in Part 2 and Part 3 is correct to the best of my knowledge.

- Owner
- Agent

Signature

Date

FOR BUILDING DIVISION USE ONLY

The form appears INCOMPLETE, or more information is needed regarding:

- PARTS 2 & 3 – Screening Information
 - Number of buildings on parcel
 - Question 1 (age), Building _____
 - Question 2 (units), Building _____
 - Question 3 (stories), Building _____
- Question 1-3 Documentation/basis for No _____
 - Question 4 (TS), Building _____
 - Question 5 (WFTS), Building _____
 - Basis for No WFTS, Building _____
- Additional Part 3 sheets, Building(s) _____
 - WFTS info table, Building _____
- PART 4 – Design Professional Affidavit
- PART 5 – Owner/Agent Affidavit

The form appears complete and is assumed correct based on Design Professional and Owner/Agent Affidavits.

- Exempt Not Exempt
- Justification/Reviewer Notes:

Building Division Reviewer: _____
Date: _____