Seismic Retrofit Cost Recovery Program

How to apply
Applications for a cost pass-through may be obtained from the HCIDLA via our:

- Hotline at 866-557-7368
- Web site at hcida.lacity.org
- HCIDLA public counters
- E-mail at hcida.rso@lacity.org

Applications MUST be submitted within 12 months of completing the retrofit work. The following items will be required with the application:

- A copy of the THP
- Documentation that supports the costs, e.g. contracts, invoices, proof of payment, etc.
- Rent roll that includes tenants’ move-in dates and current rents

RSO workshops are held throughout the year. Individual assistance with applications is also available the first Tuesday of every month by appointment. Call 213-928-9075 to schedule.

How the program works

- Up to 50% of total seismic retrofit costs may be passed through to tenants, if approved by HCIDLA.
- The maximum rent increase is $38 per month for 120 months. The recovery period may be extended until the full approved amount is collected.
- Seismic retrofit costs are divided among all the units.
When and how do I file a THP?

Building owners may file a THP application at any time before starting seismic retrofit work. The typical sequence of events is as follows:

- Building owner receives a LADBS seismic order and responds to LADBS requirements, i.e. provides a structural analysis and drawings.

If seismic retrofit work is necessary, then:

- LADBS will require the property owner to obtain HCIDLA’s clearance of a THP.
- Building owner contacts HCIDLA to obtain and fill out the THP application forms.
- Building owner together with his/her contractor develops a THP, including an estimate of the duration of work and the impact to tenants, and proposes appropriate mitigation measures. When complete, owner submits the THP to the HCIDLA.
- HCIDLA accepts the THP if it adequately mitigates the retrofit work’s impact on tenants.
- A copy of the accepted THP is served to the tenants.
- Tenants have 15 days to appeal the THP.
- If not appealed within 15 days, HCIDLA will clear the retrofit permit for issuance.
- If appealed timely, then HCIDLA conducts a THP appeal hearing, and the outcome of the hearing will determine the next steps.

What is included in a THP?

THP applications require ownership information, property identification, and a list of the tenants that includes the amount of their rent payments.

The THP must describe the anticipated impact of the work to the apartments and common areas, and the proposed mitigation measures.

The THP must also describe the anticipated impact of the work to tenants’ personal property and the proposed mitigation measures.

In addition, the THP must cover planned temporary disruptions to water, electrical, gas or sewer services. For instance, if these disruptions are necessary, then they may not occur outside of the hours of 8:00 a.m. through 5:00 p.m., Monday through Friday. The THP must also cover accidental disruptions to these services.

A THP is required even if the owner and contractor do not anticipate any impact to the apartments or to tenants’ personal property. This is because the THP also covers the contractor’s work hours, the estimated duration of the work, the estimated completion date and the general construction safety requirements that are applicable to the worksite.

Avoid construction delays: Contact the program and start preparing a THP early. LADBS will not issue a retrofit permit and retrofit work may not start until HCIDLA accepts a THP and gives clearance to issue the retrofit permit.

Can program staff help me prepare a THP?

Yes. HCIDLA staff are available to assist in the preparation of a THP at (213) 252-1464 or hcidla.code.seismic@lacity.org.