

City of Malibu Environmental Sustainability Department Permit Services Plan Check Submittal Checklist – Commercial

Site Address: _____

Owner Name: _____

Applicant Name: _____

Phone: _____

Submittal documents may vary based upon the scope of work. Prior to submitting to plan check applicants are advised to discuss their projects with a Building Permit Technician to determine what documentation will be required at time of submittal. **All plan check review fees, including City specialist fees shall be collected at time of submittal. All forms shall be completed at time of submittal.**

Planning Project #: _____
Project description: _____

Submittal Requirements:

This column is
for staff use only

1. Submittal Checklist _____

2. City Specialist Review Fee (Staff to check if No Review Required)

a) Coastal Engineering	\$ _____	No Review Required	_____
b) EH Project Review	\$ _____	No Review Required	_____
c) EH – OWTS Review	\$ _____	No Review Required	_____
d) Geology	\$ _____	No Review Required	_____
e) Public Works	\$ _____	No Review Required	_____
f) PW – WQMP*	\$ _____	No Review Required	_____

*Water Quality Mitigation Plan

3. Three (3) sets* of Architectural and Structural drawings _____
 - a) Two (2) sets* of plans shall be “**green**” stamped (conformance approval) by Planner of record
 - b) Complete Planning Commission Resolution or Notice of Decision (copied on plan size sheet)
 - c) Working drawings shall be a minimum plan size of 24” x 36”, be drawn to scale to indicate the location, nature and extent of the work proposed. Plans shall include, but not limited to:
 - Plot Plan indicating all property lines; existing structures; a North arrow; the street address; owner’s name(s); assessor’s parcel number; distance to property lines from all building/structures distance between all structures/buildings on the site; basic site layout (include parking); and the existing use of all spaces/buildings/structures adjacent to and/or affected by the proposed work.
 - Architectural Plans (floors/roof/etc. plans, elevations, sections, general notes, etc.)
 - Structural Plans (shear walls, foundation pads and supports, piles/caissons, depth of understructure, excavation and underpinning, details, structural notes, etc.)
 - Detail Sheets (architectural and structural details, cross sections, etc.)
 - MEP Sheets (mechanical, electrical and plumbing sheets consistent with Energy Analysis, T24)

4. Structural Design Calculations - One (1) set 8½” x 11” _____

5. Energy Compliance Reports/Calculations, Title-24 - One (1) set 8½” x 11” _____

6. Soils Reports (if applicable) - Provide a memo of all Geology and Geotechnical reports including report dates associated with review and verify reports are available in, [OnBase](#). _____