

# City of Malibu - Environmental Sustainability Department Permit Services Plan Check Submittal Checklist – Pool / Spa

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 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 (this form, with applicant or owner signature) \_\_\_\_\_
  
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, must include, but not limited to: \_\_\_\_\_
  - a) Two (2) sets\* of plans shall be “green” stamped (conformance approval) by Planner of record
  - b) City of Malibu Planning Commission Resolution or Notice of Decision (copied on plan size sheet)
  - c) A detailed scope of proposed work consistent with the City of Malibu Planning Commission Resolution or Notice of Decision. Working drawings shall be a minimum plan size of 24” x 36”, be drawn to scale
  - d) Plot/Site plan to scale indicating property lines; existing structures; a North arrow; the street Address; owners name; distance to property lines from all existing/proposed structures distance between structures on property; pool/spa/equipment locations; pool safety barrier and areas affected by the proposed work
  - e) Structural Plans (calculations) foundation; piles; grade beams; pool standard plans
  - f) Civil drawings (if applicable) consistent with the proposed work
  
4. Structural Design Calculations - One (1) set 8 ½” x 11” \_\_\_\_\_
  
5. Soils Reports – Provide a memo of all Geology, Geotechnical and/or Coastal Engineering reports including report date and reference number associated with review and verify reports are available in, [OnBase](#). \_\_\_\_\_