

# City of Malibu Environmental Sustainability Department Permit Services Plan Check Submittal Checklist – Tenant Improvement

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:**

- |    |   |  |
|----|---|--|
|    |   | 1. Submittal Checklist (this form)     |
| 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) Planning Commission Resolution or Notice of Decision (copied on plan size sheet, if applicable)  | _____                                  |
|    | 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)   | _____                                  |
| 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   | _____                                  |
|    | Provide a memo of all Geology and Geotechnical and/or Coastal Engineering reports including report date and reference number associated with review and verify reports are available in, <a href="#">OnBase</a> .   | _____                                  |