



City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
 Phone (310) 456-2489 · Fax (310) 456-3356 · www.malibucity.org

Neighbor Notification Form

California Building Code section §3307.1 and the 2026 County of Los Angeles Building Code (Building Code) section §3307.1 require that adjoining public and private property be protected from damage during construction.

DATE		PERMIT NUMBER	
ADDRESS OF PROPOSED WORK			

Owner / Applicant Information

Adjoining Owner Information

NAME		NAME	
ADDRESS		ADDRESS	
PHONE		PHONE	
EMAIL		EMAIL	

Contractor Information

NAME		PHONE	
LICENSE NUMBER		EMAIL	

Section §3307.1 of the Building Code requires public and private property to be protected from damage during construction, alteration, repair, demolition or raze of a premises at the expense of the person causing the work. Protection must be provided for lots, and for all elements of a building or other structure, including, but not limited to, footings, foundations, party walls, chimneys, skylights, and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities.

Proper underpinning of existing adjoining or party walls which require underpinning must be provided in accordance with applicable sections of the Building Code.

Under Section §3307.1 of the Building Code, the person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings or attached units advising them that the excavation is to be made and that the adjoining buildings or attached units should be protected. Said notification shall be delivered not less than ten (10) days prior to the scheduled starting date of the excavation.

I am the owner of the property and/or the authorized agent of the owner identified above which adjoins your property. I am proposing to carry out work, as identified in the permit number above which requires all adjoining property owners to be notified and provided with applicable plans and permit documents. I have determined that the following specific measures need to be undertaken to protect the adjoining premises and the listed permit documents are developed and designed accordingly:

Please indicate whether access to the adjoining property is required and list the specific measure that are being proposed. California Civil Code section §832.

Access required for protection of adjoining properties: Yes No

Address: _____

Specific Measure:

Access required for protection of adjoining properties: Yes No

Address: _____

Specific Measure:

Note: If access is denied by the adjoining property owner, then the owner/permit applicant is to provide instructions not to access the adjoining property on the drawings and permit documents.

As the owner of premise for which a permit application has been submitted or for which I will be applying, I certify that all information submitted is accurate for the above stated property address and/or permit application. If any technical objections are submitted by the adjoining property owners, I will be responsible to resolve it with the adjoining property owners and the City by submitting a detailed resolution report in one package prepared by the design professional with supporting documents like drawings, reports, design calculations, etc.

Signature of Owner: _____ Date: _____

Print Name: _____

I here with certify that the work protection plans including drawings, details, sections, reports, and other applicable notes for above stated address and permit application based on the scope of work are prepared to comply with the Building Code:

Signature of Design Professional: _____ Date: _____

Print Name: _____



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Response from Adjoining Property Owner

As the adjoining property owner, you will have thirty (30) days from the date of receipt of Neighbor Notification Form and applicable plans, project drawings and supporting documents to submit technical objections as per applicable 2026 County of Los Angeles Building Code (Building Code) Section §3307.1 besides submission of technical objections during the permit review process and during construction. Owner/permit applicants will be responsible to resolve technical objections by providing a detailed response, if applicable, with the revised permit documents.

Adjoining Owner Information

NAME	
ADDRESS	
PHONE	
EMAIL	

The objection shall include: 1) technical support for your conclusions that the work authorized by the permit will not protect your premises from structural damage, (2) any proposed changes to the work plan that you assert are necessary to protect your premises from structural damage, (3) reasons for not having protection to the properties based on the scope of work and types of permits, and (4) supporting documents like drawings, sections, elevation etc., for explanation of technical objections. Neighbors shall submit technical objections to the permit applicant with a copy sent to the City of Malibu (City) at the address and/or email address listed below:

City of Malibu	Email Address: Mbuilding@malibucity.org
Building Official Yolanda Bundy	Please include in the subject line:
23825 Stuart Ranch Road	address of the property, permit number, and address
Malibu, CA 90265	of the neighbor undertaking project

Any request for access to your property, in order to install any protective work, is governed by Building Code Section §106.4.1, except where a limited or temporary right of access to the adjoining premises is expressly granted in Section §3307.1 for the specific protective work required.

I do not have technical objections (please sign): _____

I will be submitting technical objections: Yes No

I hereby grant the access to evaluate the preexisting conditions before construction, to evaluate structural system of my house and to install necessary protective measures to my property:
Yes No Yes, with Conditions

State conditions, if any:

Conditions/Other Notes

If access is denied, I understand that I will be responsible for making my own property safe, without delay, so as not to impede or materially delay the proposed construction. If access is required for construction work on my property, then the owner/permit applicant shall discuss and explain in the impact on my property.

Signature of Adjoining Owner: _____ Date: _____

Print Name: _____

Signature of Design Professional: _____ Date: _____

Print Name: _____

