



City of Malibu

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Express Plan Review Process Tenant Improvements for Retail / Office

The City of Malibu has implemented a procedure for plan review by appointment for tenant improvement (TI) projects. This is an effort to streamline the plan review process for smaller, less complex TI projects that can be reviewed over-the-counter. Note: Express Plan Review does not apply to projects involving a change of use, are multi-story (including mezzanines), or those adding square footage to existing or new buildings.

Express Plan Review is only available for the following projects that involve tenant improvements or alterations.

- Professional Business Office (B), except Medical / Dental Office uses
- Retail Sales (M)

All of the following conditions shall apply for a project to qualify for Express Plan Review:

1. Plans must be designed by a licensed architect and be complete at the time of the plan review.
2. The maximum square footage of the space shall not exceed 3,000 square feet, less than a total of 50 occupants, and must be single story.
3. No structural changes or exterior changes.
4. No new plumbing fixtures to be added.
5. No alterations to the fire sprinkler system.
6. Must adhere to the City's parking requirements.

Express Plan Review will be done by Appointment only. The architect must be present at the appointment. It is recommended the Mechanical, Electrical, and Plumbing consultants also attend.

Schedule an appointment via the online system at <https://malibucity.org/appointments>.

Time: Wednesdays, 2:00 PM - 4:00 PM

No permits will be issued after 4:30 PM. TI permits will only be issued to a licensed contractor with a current California State License.

Express Plan Review does not imply that a permit will be issued the same day. If the plans are not complete and/or are poorly drawn, the City plans examiner will note the missing items and advise the applicant on the procedure for further reviews. City staff cannot design any part of the project.

