



# City of Malibu

## Tenant Improvement Permit – Streamlined Form

### SECTION 1 – PROJECT INFORMATION

Applicant Name: \_\_\_\_\_  
Property Address and Unit Number: \_\_\_\_\_  
Phone & Email: \_\_\_\_\_

### SECTION 2 – PLANNING EXEMPTION VERIFICATION

All four (4) criteria below must be satisfied for the tenant improvement to qualify for exemption from Planning review.

Exemption Criteria	Compliant?
<b>1</b> Interior tenant improvement only (i.e. work is completely contained inside commercial property, no exterior improvements to façade, windows, or doors).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>2</b> Tenant improvement maintains the type of use of the building.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>3</b> Tenant improvement maintains the existing exterior conditions of the property (i.e. hardscape, landscaping, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>4</b> Tenant improvement maintains existing parking conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

*\*See Frequently Asked Questions for any clarification on exemption criteria.*

- If all four boxes are marked “Yes” or “N/A,” the project is exempt from Community Development Department, Planning Division review and may proceed to Building review.
- If any box is marked “No,” Planning review is required prior to Building review.

### SECTION 3 – BUILDING SAFETY SUBMITTAL REQUIREMENTS

Required Documents (check all that apply):

- Project must comply with “[Streamlined Plan Review Process](#) for Tenant Improvements Retail/Office”



# City of Malibu

## Tenant Improvement Permit – Streamlined Form

### Frequently Asked Questions

---

#### 1) What does an “interior improvement” specifically mean?

- a. An interior improvement is intended to communicate changes that are only occurring entirely within the premises of the building. For example, installing new concrete or planting new landscaping would not be an interior improvement. An interior improvement would mean bathroom renovations, counter installations, lighting, etc.

#### 2) What do you mean by “type of use” of the building?

- a. The city of Malibu has a list of “permitted uses” per zoning district within the city. Certain types of business or commercial operations such as but not limited to, liquor stores, members-only gyms, auto sales, all have specific jurisdictions for where they can be established within the city.
- b. Thus, a permit of this kind, if hoping to be streamlined cannot propose to change the current use. In other words, if the building is used as a liquor store, you cannot propose changing the liquor store to a gym. It must stay as whatever the existing use of the building is.

#### 3) What does “exterior conditions” exactly mean?

- a. Akin to defining what an interior improvement means, exterior conditions are any conditions occurring outside of the building’s doors or to the exterior of the building.
- b. This includes but is not limited to, landscaping, hardscaping, the location of doors or windows, and other related changes.

#### 4) What does “existing parking conditions” mean?

- a. This specifically means the number of parking spaces and where they are situated on the site.
- b. An applicant cannot propose any additional or less parking spaces and still have this permit be streamlined.