City of Malibu

Tenant Improvement Permit – Streamlined Form

SECTION 1 – PROJECT INFORMATION

Applicant Name: _____

Property Address: _____

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?
1 Interior tenant improvement only (i.e. work is completely contained inside commercial property, no exterior improvements to façade, windows, or doors).	☐ Yes ☐ No ☐ N/A
2 Tenant improvement maintains the type of use of the building.	☐ Yes ☐ No ☐ N/A
3 Tenant improvement maintains the existing exterior conditions of the property (i.e. hardscape, landscaping, etc.).	☐ Yes ☐ No ☐ N/A
4 Tenant improvement maintains existing parking conditions.	☐ Yes ☐ No ☐ 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 Safety review.
☒ If any box is marked "No," Planning review is required prior to Building review.

SECTION 3 – BUILDING DIVISION SUBMITTAL REQUIREMENTS

Check one of the boxes below:

☐ Check this box if you are applying for a tenant improvement with a B or M Occupancy (excluding restaurants under Section 303.1.1, LACBC). Project must comply with the Streamlined Plan Review Process guidelines.

☐ Check this box if you are applying for a restaurant tenant improvement in compliance with Assembly Bill 671. (This applies to all restaurants submitting as A-2 or B occupancy.)

City of Malibu | Community Development Department, Planning Division | 23825 Stuart Ranch Road, Malibu, CA 90265 | (310) 456-2489 ext. 390

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Frequently Asked Questions

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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 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. To qualify for streamlined processing, a permit of this type cannot propose a change in the existing use of the building. For example, if the building is currently used as a liquor store, the proposed project cannot change the use to a gym. The proposed use must remain consistent with the building's existing use.

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 fewer parking spaces and still have this permit be streamlined.