City of Malibu

Residential Window and Door Change Out Permit – Streamlined Form

SECTION 1 – PROJECT INFORMATION

Applicant Name: _____

Property Address: _____

Structure type (Main house, Guest house, garage, etc.): _____

Phone & Email: _____

SECTION 2 – PLANNING EXEMPTION VERIFICATION

All three (3) criteria below must be satisfied for the window and door change out to qualify for exemption from Planning review.

Exemption Criteria	Compliant?		
1 Windows and doors are remaining the same size (height and width).	☐ Yes	☐ No	☐ N/A
2 Windows and doors are not changing location.	☐ Yes	☐ No	☐ N/A
3 Windows and doors are not changing their headers, studs, king studs, green sill, window sills, and upper cripples.	☐ Yes	☐ No	☐ N/A

See Frequently Asked Questions for any clarification on exemption criteria

☑ If all three 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):

☐ Floor Plans (clearly identify doors and windows to be replaced.) Provide scope of work that indicates total number of windows/doors to be replaced. Identify nail-on or retrofit windows/doors.

☐ Door and window schedules (include sizes, sill heights, SHGC/U-Factor, hazardous locations, Wildland-Urban Interface (WUI), and egress requirements)

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Frequently Asked Questions

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

1) **Can I change the location or size and still retain a streamlined permit?**
    a. No, the project cannot alter the height or width of any door or window and be able to use a streamlined permit application.
    b. The same goes for the location of any window as new openings into any exterior wall is classified as demolition to the Planning Department. This is why the Planning Department uses the term "like-for-like" to explain projects that do not propose new openings in the wall and only look to replace existing windows and doors with new windows and doors, but in the same locations.