

Trancas Country Mart Tenant Improvement Process

The Planning Department reviews new development and commercial activity for conformance with the City's zoning requirements. Prior to the start of business the following shall be submitted.

1. **Planning Clearance** – Prior to opening a business and/or remodeling an existing business a planning clearance is required. Please see the attached Guide to Opening a New Business handout for more information.
 - a. Fill out and submit the attached Planning Clearance Application. Submit the application to the Planning Counter during Public Counter Hours, Monday – Thursday 7:30 am to 5:30 pm and Friday from 7:30 am to 4:30 pm.
 - * Please note the counter is open during lunch, 12:30 pm to 1:30 pm; however, the counter technicians will not be available during that time.
 - b. Planning Staff will determine if the use is permitted, not permitted or conditionally permitted. If the use is conditionally permitted staff will provide you with a submittal checklist.
- 2.A. **Tenant Improvement** – This review is for interior tenant improvements; such as, the initial occupation of a tenant space, reconfiguring walls, windows, doors, lighting, storage and sales areas. Below are the submittal package requirements.
 - a. Complete the attached Uniform Application.
 - b. Meet with the Environmental Health Administrator during Environmental Health public counter hours, Tuesday and Thursday from 8:00 am to 11:00 am. *The Environmental Health Administrator must sign the uniform application and indicate the cost of Environmental Health review fee.*
 - c. Submit the following items to the Planning Counter during public counter hours:
 - Uniform Application: *Completed by the Applicant, signed by the Applicant and the Environmental Health Administrator.*
 - Letter of Authorization from the Property Owner: *Attachment 4. The authorization letter must be notarized OR witnessed by City Staff.*
 - 4 Sets of Plans.
 - Include the project address, unit number, tenant name, applicant name, and a detailed scope of work.
 - Existing and proposed floor plans. Depict all windows, doors, walls, and plumbing fixtures and interior items (counters, cabinets). Clearly differentiate new from existing items.
 - If any exterior equipment and/or development is proposed outside of the unit or on the roof include a plan that depicts existing and proposed. The plans must indicate the location, dimensions and screening materials for the equipment.
 - Submittal Fee: *Planning + Environmental Health Fee.*
 - d. A Planner will contact you subsequent to your submittal to the planning department.

2.B. **Business Signage** – The sign application is a separate submittal from the tenant improvement submittal. Approval from the Planning Department and Building Safety is required prior to installation of a sign. The sign application may be submitted concurrently with the tenant improvement; however, the sign will not be approved until the tenant improvement is approved. All signs must conform to the City approved Master Sign Program.

a. Submit the following documents to the Planning Counter during public counter hours:

- Uniform Application: *Filled out by and signed by the Applicant.*
- Letter of Authorization from the Property Owner: *Attachment 4. The authorization letter must be notarized OR witnessed by City Staff.*
- Sign Permit Fee
- 3 Sets of Plans.
 - Include the project address, unit number, tenant name, applicant name, and a detailed scope of work.
 - Depict the unit frontage where the sign is proposed. Delineate the linear feet of the building frontage.
 - Depict the proposed design, dimensions, exact colors, materials and location of the sign.
 - Clearly demonstrate the method of attachment to the structure.
 - Indicate if the sign will be illuminated. If it will provide the type of lighting proposed, the maximum number of watts and lumens proposed.

b. A planner will contact you subsequent to your submittal to the planning department.

3. **Refer to Building Plan Check Handout**

Attachments:

1. Guide to Opening a New Business
2. Planning Clearance Application
3. Uniform Application
4. Letter of Authorization

The schedule of fees is subject to change due to cost of living expenses each fiscal year, July 1. The following planning fees are pursuant to the 2013-2013 fiscal year:

Over the Counter Level I: \$101.00
Over the Counter Level II: \$399.00
Individual Sign Permit: \$101.00

The forms of payment accepted are Cash, Check, Visa or Mastercard. Please note there is a credit card fee.

PLANNING REVIEW CONTINUED

ADDITIONAL RESOURCES

CUP - Conditional Use Permit

The purpose of the conditional use permit is to ensure adequate public review and input for all development projects which potentially impact the community; ensure that the proposed development does not impair the integrity of that district; and to provide the opportunity to impose reasonable and necessary conditions to assure compatibility.

Examples of uses that require a CUP

- Liquor Store
- Restaurant
- Service Station
- Hotel
- Night Club

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TI - Tenant Improvement

A tenant improvement is a remodel of an existing commercial or industrial space. TI's are issued by the City's Building and Safety Division.

AP - Alarm Permit

The use of alarm systems require a permit from the City. There is an initial permit fee of \$52; thereafter, each permit must be renewed annually for a fee of \$31. The application can be found online at www.MalibuCity.org website and should be submitted to the City Manager's Office. The penalties for operating an alarm system without a permit are contained in M.M.C. Section 8.08.160

If you have any further questions please call (310) 456-2489, ext. 222.

Business License (LA County)

The City of Malibu adopted the Los Angeles County Code regarding business licenses. Business License Office: (213) 974-2011
County Treasurer's website:
http://ttc.lacounty.gov/proptax/Business_License.htm.

Health Department (LA County)

Required for restaurants and food services:
5050 Commerce Drive
Baldwin Park, CA 91706
(888) 700-9995

Fire Department (LA County)

26600 Agoura Rd. Suite 110
Calabasas, CA 91302
(818) 880-0341

Sheriff Department (LA County)

27050 Agoura Road
Agoura, CA 91301-5336
(818) 878-1808

Alcohol Licenses (State of California)

6150 Van Nuys Blvd., Room 220
Van Nuys, CA 91401
(818) 901-5017
VNY.Direct@abc.ca.gov

Waterworks District 29 (LA County)

Required for all new construction
23533 Civic Center Way, Malibu CA
(310) 317-1388

Chamber of Commerce (City of Malibu)

23805 Stuart Ranch Road Suite 210
Malibu, CA 90265
(310) 456-9025

Small Business Administration

www.sba.gov

A Guide to Opening a Business in Malibu

Application Procedures



Planning Department

23825 Stuart Ranch Road
Malibu, CA 90265
www.malibucity.org

Planning Department Contact Information

Planning Hotline: (310) 456-2489 x485
Email: mplanning@malibucity.org

City of Malibu Planning Department

Planning Steps

Types of Planning Review

Planning Department

The Planning Department reviews new development and commercial activity for conformance with the City's zoning requirements.

Planning Clearance

A planning clearance is required prior to opening a business, remodeling/altering an existing business or constructing new square footage. The Planning Department will review the request to determine if it complies with the zoning requirements, such as:

- The site is appropriately zoned for the proposed business.
- There are enough onsite parking for the proposed use.
- There is enough outdoor storage for the proposed use.

STEP 1. Complete a Planning Clearance (PC) form (no fee and expedited review)

STEP 2. Determine if the proposed use involves the physical remodel of the existing tenant space—or—the addition/reconfiguration of square footage and/or plumbing fixtures. *If not, skip to Step 4.

STEP 3. Confirm if the use is permitted, conditionally permitted or prohibited within the commercial zone.

Use Scope	Planning Action
Permitted use without a remodel or new construction	PC Issued
Permitted use with a remodel and/or new construction	PC Issued for use once an OC, APR or CDP is approved
Conditionally permitted use without a remodel or new construction	PC upgraded to a CUP
Conditionally permitted use with a remodel and/or new construction	PC upgraded to a CUP with an OC, APR, or CDP

STEP 4. Identify the scope of development involved:

Development Scope	Planning Action
Basic Remodel/Interior	No Planning Issues
Minor Remodel/Plumbing fixtures	OC Level I or II
Minor Addition/Exterior alternatives such as footprint, square footage, or height	APR
Major Addition, reconfiguration, wastewater system upgrade, etc.	CDP

STEP 5. Indicate if new signage is associated with the use. If so, submit a sign permit application and review the sign requirements in M.M.C. Chapter 17.52

The type of planning review is determined by the size of the project, the location of the project and whether the existing Onsite Water Treatment System (OWTS) can accommodate the project. Types of Planning reviews include:

OC I - Over the Counter I

This review includes very minor projects such as minor remodels, tenant improvements and signs.

OC II - Over the Counter II

This review is for minor projects that require a referral from another department e.g., (Environmental Health, Public Works, Geology, Biology and/or Fire Department.)

APR - Administrative Plan Review

This review is for projects that include an increase in square footage, a demolition of an existing use and outdoor seating.

CDP - Coastal Development Permit

This review is for projects that involve new commercial buildings as well as projects that increase the flow of an OWTS or installation of a new OWTS.

SPR - Site Plan Review

An SPR is a discretionary request to permit specific types of development and is granted only when specific findings can be made. An SPR can only be processed as part of an APR or CDP application.

SP - Sign Permit

This review is for signs in the City's Commercial zones and special purpose signs. Design standards are located in the Malibu Municipal Code (M.M.C.) Chapter 17.52.



City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · Fax (310) 456-7650 · www.malibucity.org

PLANNING CLEARANCE APPLICATION

BUSINESS NAME: _____

ADDRESS AND TENANT # (if applicable): 30745 Pacific Coast Highway Building _____ Suite _____

BUSINESS PHONE #: _____ **BUSINESS FAX #:** _____

BUSINESS EMAIL: _____

APPLICANT / CONTACT: First: _____ Last: _____

APPLICANT ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

APPLICANT PHONE #: _____ **APPLICANT FAX #:** _____

APPLICANT EMAIL: _____

PROPERTY OWNER: First: _____ Last: _____

OWNER ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PROPERTY OWNER PHONE #: _____ **PROPERTY OWNER FAX #:** _____

PROPERTY OWNER E-MAIL: _____

BUSINESS INFORMATION – Please prepare conceptual floor plan on page 3

1. **BUSINESS TYPE:** RETAIL SERVICE FOOD SERVICE OFFICE INDUSTRIAL

OTHER: _____

2. **ANTICIPATED OPENING DATE:** _____ **HOURS OF OPERATION:** _____

3. **TOTAL # OF EMPLOYEES:** _____ **SQUARE FOOTAGE OF LEASED AREA:** _____ **SQ. FT.**

4. **OUTDOOR STORAGE:** NO YES (If yes, explain): _____

5. **FOR FOOD SERVICE, PROVIDE AREA FOR SERVICE SQUARE FOOTAGE:** _____ **SQ. FT.**

6. **NUMBER OF SEATS FOR CUSTOMERS:** INDOOR _____ OUTDOOR _____

7. **ALCOHOL:** NONE ONSITE CONSUMPTION OFF-SITE CONSUMPTION (e.g., retail sales)

8. **TOBACCO:** NONE ONSITE CONSUMPTION OFF-SITE CONSUMPTION (e.g., retail sales)

9. **REQUIRED OFF-STREET PARKING:** _____ (refer to M.M.C. Chapter 17.48 for requirements)

10. **EXTERIOR ADDITIONS, DEMOLITION, AND/OR ALTERATIONS TO THE BUILDING:**

NO YES (If yes, explain and prepare a conceptual site plan on page 4): _____

11. **INTERIOR ALTERATIONS, PLUMBING / MECHANICAL SYSTEMS TO BE ADDED, ALTERED, OR MOVED:**

(e.g., fixtures, wastewater, heating, air conditioning, etc.): NO YES (If yes, provide a general description): _____

12. HANDLING, STORAGE, AND/OR USE OF HAZARDOUS MATERIALS/WASTE: NO YES (If yes, provide a general description): _____

13. SIGNAGE: NO YES (If yes, submittal of a sign permit application and review of the sign design requirements in M.M.C. Chapter 17.52 by Planning staff is required prior to the installation of signs).

SITE INFORMATION

14. TOTAL SQUARE FEET OF SHOPPING CENTER / SERVICE CENTER (or building if not a shopping center / service center): _____

15. PREVIOUS USE OF THE TENANT SPACE: _____

16. DATE PREVIOUS BUSINESS CLOSED: _____

17. TYPE OF BUILDING: SINGLE TENANT MULTI-TENANT OTHER: _____

ADDITIONAL PERMITS

Approval of this Planning Clearance does not eliminate the need for other permits, licenses, or certificates required. Additional permits may be required (e.g., Health Permit, Occupancy Permit, Sign Permit, Tenant Improvement Permit, Temporary Use Permit, Conditional Use Permit, etc.). See the Department of Environmental Sustainability to verify which construction permits may be required.

APPLICANT STATEMENT

I hereby certify under penalty of perjury that I have read and understand all of the sections above and that the information provided on this form is true and correct to the best of my knowledge. I also state that I have read and familiarized myself with the portions of the Malibu Municipal Code which apply to my business in this location. I agree to comply with these regulations and any other local, state, and federal regulation that my relation to this proposed business.

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

Conceptual Floor Plan

Please Include: Square Footage Seating Windows Office Spaces Walls
 Storage Public Use Area

A large grid for drawing a conceptual floor plan. The grid is composed of 20 columns and 30 rows of small squares, providing a structured area for sketching and detailing the floor plan.

STAFF USE ONLY

1. NEW BUSINESS NAME CHANGE ONLY SAME BUSINESS/ OWNERSHIP CHANGE
 OTHER: _____

2. ZONE: _____ APN: _____

3. PERMITTED USE: YES NO (If yes, a PC is required)

4. CONDITIONAL USE PERMIT: YES NO (If yes, a CUP is required)

5. DEVELOPMENT SCOPE:

▪ BASIC REMODEL/INTERIOR: YES NO (If yes, no Planning issues)

▪ MINOR REMODEL/EXTERIOR: YES NO (If yes, OC Level I - OR - OC Level II*)

*If OC II, referrals required by: Environmental Health Public Works Biology
 Geology LA County Fire Department Hazardous materials

▪ MINOR ADDITION / EXTERIOR ALTERATIONS: YES NO (If yes, APR required)

▪ MAJOR ADDITION / RECONFIGURATION, AND/OR WASTEWATER SYSTEM UPGRADE:

YES NO (If yes, CDP required)

<input type="checkbox"/> PC ISSUED / PC PERMIT #: _____	<input type="checkbox"/> PC DENIED*
DATE APPROVED: _____	DATE DENIED: _____
PLANNER SIGNATURE: _____	
*REASON FOR DENIAL: _____	

NEXT STEPS (e.g., submit to Building Safety; apply for a CUP, provide information, etc.):

PLANNING CLEARANCE CONDITIONS OF APPROVAL

1. Construction Hours

- a. Per Malibu Municipal Code (M.M.C) Section 4.2.04(G), construction may take place from 7:00 a.m. to 7:00 p.m. weekdays and 8:00 a.m. to 5:00 p.m. on Saturdays. Construction is not permitted on Sundays or the following City observed holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

2. Noise

- a. All noise is subject to the City's Noise Ordinance found in M.M.C. Chapter 8.24. The project applicant and property owner acknowledge receipt of the City's Noise Ordinance and agree to comply with the provisions at all times.

3. Lighting

- a. Exterior lighting shall be minimized, restricted to low intensity features, shielded, and concealed to the maximum feasible extent so that no light source is directly visible from public viewing areas. Traffic lights, navigational lights, and other similar safety lighting are exempt from this requirement.

4. Signs

- a. All signs shall comply with M.M.C. Chapter 17.52. A sign permit is required unless specifically exempt under M.M.C. Section 17.52.050(D). To apply for a sign permit, submit a uniform application, letter of authorization, the sign permit review fee, and 3 sets of plans.

5. Alarm Permits

- a. Per M.M.C. Chapter 8.08 anyone who owns or uses an alarm system shall obtain a permit for that system from the City. Alarm systems that are not designed to evoke a police or fire response and are not intended to be audible outside of the premises are exempt from this requirement. There is an initial permit fee; thereafter, each permit must be renewed annually and an annual fee will be required.
- b. A service charge will be imposed in instances of alarm systems that emit more than two false alarms during any consecutive 12-month period. The third false alarm in any consecutive 12-month period will be assessed at an addition fee.
Repeated false alarms may result in revocation of the Alarm Permit. The penalties for operating an alarm system without a permit are contained in M.M.C. Section 8.08.160.

6. Wastewater Disposal

- a. All wastewater shall be disposed of on the site where it is created, unless a property is already developed with a habitable structure and a conditional use permit is obtained for off-site treatment or disposal. A conditional use permit, subject to the provisions of M.M.C. Chapter 17.66, may be granted to the site receiving the wastewater only after consideration of the following factors:

- b. Geologic or soils conditions of the sending site which limit on-site wastewater treatment and disposal capacity;
- c. Indications that there are no other technically feasible treatment options available to the sending site;
- d. Compatibility of the proposed off-site treatment and disposal facility with the uses and character of adjacent properties and surrounding neighborhood;
- e. The environmental and public health impacts to the receiving site with respect to site-specific and area-wide geology, site-specific and area-wide hydrology, biological resources/native plant communities, water quality/proximity to receiving waters, and cumulative impacts;
- f. The environmental benefits of off-site disposal are greater than those from on-site disposal;
- g. Subject to applicable provisions of this code, water may be recycled through toilets and/or used for landscape irrigation.

7. Smoking

- a. Smoking is prohibited in all outdoor dining areas located on private or public property, including the public right-of-way. Smoking is also prohibited within 20 feet of an outdoor dining area, except while actively passing by on the way to another destination. The M.M.C. defines “smoking” as inhaling, exhaling, burning, or carrying any lighted cigarette, cigar or pipe. (Ord. No. 337, § 1, 7-13-2009)
- b. Any business with an area subject to the prohibition set forth in M.M.C. Section 9.32.020 shall post or cause to be posted and shall maintain “no smoking” signs in conspicuous locations within said area. All such signs shall: (1) be no greater than one square foot in size; (2) be prominently displayed; (3) clearly state “no smoking” and/or use the international “no smoking” symbol; and (4) reference M.M.C. Section 9.34.020. Any business with an area subject to the prohibition set forth in M.M.C. Section 9.34.020 shall also provide a smoker’s waste receptacle 20 feet from the entry way or, where that distance is not possible, at the farthest possible point away from the entry way.

8. Tobacco

- a. Per M.M.C. Chapter 5.42, all merchants who sell tobacco, tobacco products, or tobacco paraphernalia shall register with the City. The tobacco registration form application is available on the City’s website and at City Hall. Registration is free, is effective for one year, and has to be renewed annually, not later than 30 days prior to the expirations of the term.

9. Plastic Bags

- a. Per M.M.C. Chapter 9.28 no retail, restaurant, vendor, or nonprofit vendor shall provide plastic bags of compostable plastic bags to customers.

10. Polystyrene Food Packaging (Styrofoam)

- a. Per M.M.C. Chapter 9.24, no restaurant, food packager, retail food vendor, vendor, or nonprofit food provider shall provide prepared food to its customers in any food packaging that utilizes expanded polystyrene.

11. Special Conditions

- a. _____

- b. _____

- c. _____

ACCEPTANCE OF CONDITIONS AFFIDAVIT

The undersigned applicant(s) and property owner(s) acknowledge and agree to abide by all terms and conditions of **Planning Clearance Number** _____ for the business located at _____.

Date

Signature of Applicant

Print Applicant's Name

Date

Signature of Property Owner/Manager

Print Property Owner/ Manager's Name



City of Malibu

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PLANNING DEPARTMENT - UNIFORM APPLICATION

GENERAL INFORMATION

PROJECT ADDRESS: _____ APN _____

PROPERTY OWNER: First: _____ Last: _____

OWNER ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

OWNER PHONE #: _____ OWNER FAX #: _____

OWNER EMAIL: _____

APPLICANT / CONTACT: First: _____ Last: _____

APPLICANT ADDRESS _____ CITY: _____ STATE: _____ ZIP: _____

APPLICANT PHONE #: _____ APPLICANT FAX #: _____

APPLICANT EMAIL: _____

TENANT: (Commercial only) _____

TENANT / CONTACT: First: _____ Last: _____

TENANT ADDRESS: _____ Unit #: _____

CITY: _____ STATE: _____ ZIP: _____

TENANT PHONE #: _____ TENANT FAX #: _____

TENANT EMAIL: _____

BELOW TO BE COMPLETED BY STAFF ONLY

Planning Fees

- Admin. Plan Review – Residential
 - Minor Major _____
- Admin. Plan Review – Landscaping only _____
- Admin. Plan Review – Remodel _____
- Archaeology Review (Phase ____) _____
 - Doc Retention Fee \$6.00 _____
- Categorical Exemption _____
- Certificate of Compliance Review _____
- Coastal Development Permit _____
 - with ESHA without ESHA _____
 - _____ _____
- Coastal Development Permit Exemption _____
- Conditional Use Permit
 - Minor Major _____
- Demolition Permit _____
- Over the Counter
 - Level I Level II _____
- Pre-Application _____
- Primary View Determination _____
 - Doc Retention Fee \$6.00 _____
- Sign Permit _____
 - Individual Master Temp _____
- Site Plan Review _____
- Variance _____
- Minor Modification _____
- Other _____

Planning Fee Total _____

Referral Fees

- Coastal Engineering \$1,250.00 _____
- \$2,500.00 _____
- Doc Ret Fee \$21.00 _____
- Geology _____
 - \$ _____ _____
- Doc Ret Fee \$21.00 _____
- Biology _____
 - \$163.00 \$978.00 \$1,304.00 _____
- Environmental Health _____
 - \$158.00 \$496.00 \$1,339.00 _____
- Public Works _____
 - \$ 193.00/hr other _____
 - \$ _____ _____
- Subtotal _____
- Credit card fee (2.36%) _____
- Total Fees _____
- Payment method: _____
 - cash check #: _____ credit card
- Received by: _____

PROJECT DESCRIPTION



PLANNING DEPARTMENT - UNIFORM APPLICATION

PAGE 2 OF 2

1) Is development proposed on a vacant parcel?

Yes No

**If yes proceed to supplemental question #4*

2) Will the proposed project result in NEW or a CHANGE to the following:

Square footage:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fencing/walls:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Roof/roofline/Solar panels:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Grading:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Exterior walls:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Landscaping:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Foundation:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hardscape/Paving:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Plumbing Fixtures:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Septic System:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3) Based on the information provided above, please provide a detailed project description. Explain the scope of the entire project (attach additional sheets if necessary).

5) Is the parcel involved in any current code enforcement cases?

Yes No

If yes, the City of Malibu Code Enforcement Officer must sign this application prior to submittal:

Code Enforcement Officer Comments:

Code Enforcement Officer Signature: _____ Date: _____ After the Fact Fees? Yes No

4) **Supplemental Questions-** To the best of your knowledge please answer the following (please ask staff for assistance if needed):

Is the subject property located within a homeowners / property owners association? Yes No

If yes, please list? _____

Is the subject property located within the appeal jurisdiction? Yes No

Is the parcel located in/adjacent to environmentally sensitive habitat area (ESHA)? Yes No

Will you be trying to maintain any existing non-conformities on the site, such as setbacks, multiple accessory structures, total development square footage (TDSF)?

Are there other active projects currently in construction on the site?

Commercial/Retail Projects Only – Do you currently or intend to sell Tobacco products? Yes No

If yes, list your City of Malibu Certificate of Registration #. _____

OWNER AND APPLICANT CERTIFICATIONS

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the information on the application is true and correct. I grant permission to the City to conduct site visits necessary to investigate the proposed project. (If the undersigned is different from the legal property owner, then a letter of authorization must accompany this form.)

PROPERTY OWNER SIGNATURE

PROPERTY OWNER NAME (PRINT)

DATE

APPLICANT/CONTACT SIGNATURE

APPLICANT/CONTACT NAME (PRINT)

DATE





City of Malibu

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LETTER OF AUTHORIZATION TO SUBMIT A PROJECT

_____ (print name) is authorized by me/us, as the owner(s) of the property located at _____, to submit an application to and obtain permits from the City of Malibu Planning Department and/or Environmental Sustainability Department and to act on my/our behalf to process that application. This authorization will be valid until revoked by me/us in writing.

Dated: _____

Property Owner Signature

Property Owner Name

Dated: _____

Property Owner Signature

Property Owner Name

This form must be notarized if not witnessed by City of Malibu staff.

Witnessed by:

Dated: _____

Witness Signature (Staff)

Print Name





City of Malibu

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

TRANCAS COUNTRY MART PLAN CHECK SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENTS

The following plans and documents are required for submittal into BUILDING PLAN CHECK for all tenant improvements:

- 2 sets of complete architectural plans and specifications (with planning approval)
- 2 sets of complete structural plans
- 2 sets calculations (may be attached to architectural plans)
- 2008 Building Energy Efficiency Standards Nonresidential Buildings
- City of Malibu Environmental Health approved Fixture Unit Worksheet

A plan check fee will be required at the time of submittal. The fee is based on the square footage of the Tenant Improvement.

The submittal may be approved following plan check review for compliance with applicable codes and ordinances. This includes compliance with the 2014 County of Los Angeles Building Code, including but not limited Chapter 11 Accessibility. Please refer to available Plan Check Review sheets for plan check requirements. Prior to plan check approval, the architectural plans must be stamped and signed by a State of California Licensed Architect, and structural plans must be stamped and signed by a State of California Licensed Structural Engineer.

All Tenant Improvement proposals must be reviewed and approved by the Los Angeles County Fire Prevention Office. This will include a review to determine any requirements to install or modify Fire Sprinklers. Fire Department approval shall be evidenced by their approval stamp and signature on the Tenant Improvement plans. Please refer to the Fire Prevention Office for submittal requirements.

Prior to permit issuance, all departmental and agency approvals must be obtained. These approvals shall be evidenced by their stamp and a signature on the approved set of plans. These include:

- Red Stamp Final Planning Division Approval
- Red Stamp Final Building Safety Approval
- Red Stamp Final Environmental Health Department Approval
- Los Angeles County Fire Department Approval



City of Malibu Environmental Sustainability Department Permit Services Plan Check Submittal Checklist – Tenant Improvement

Site Address: _____

Building and Unit : _____

Applicant Name: _____

Phone: _____

*Submittal documents may vary based upon the scope of work. Prior to submitting into plan check applicants are advised to discuss their projects with a Building Permit Technician to determine what documentation will be required at time of submittal. **All plan check review fees will be collected at time of submittal.***

Planning Project #:

Project description:

Submittal Requirements:

This column is
for staff use only

- | | |
|--|-------|
| 1. Permit Application | _____ |
| 2. Submittal Checklist (this form, with applicant or owner signature) | _____ |
| 4. Four (4) sets* of Architectural and Structural drawings, must include, but not limited to: | _____ |
| a) Two (2) sets* of plans submitted shall be approved by Planner of record | |
| b) Working drawings shall be drawn to scale to indicate the location, nature and extent of the work proposed and shall include, as a minimum, the following: | |
| <ul style="list-style-type: none"> • Plot Plan indicating all property lines; existing structures; a North arrow; the street address; owner's name(s); assessor's parcel number; distance to property lines from all building/structures distance between all structures buildings on the site; basic site layout (include parking); and the existing use of all spaces/buildings/structures adjacent to and/or affected by the proposed work. Include ADA path of travel from parking lot to tenant space. • Architectural Plans (floors/roof/etc. plans, elevations, sections, general notes, etc.) • Structural Plans (shear walls, details, structural notes, etc.) • Detail Sheets (architectural and structural details, cross sections, etc.) | |
| 5. Structural Design Calculations - Two (2) sets | _____ |
| 6. Energy Compliance Reports/Calculations - Two (2) sets
2008 Building Energy Efficiency Standards for Nonresidential Buildings | _____ |

I certify that the filing of this application contains all of the above items. I acknowledge that if any of the items are missing or found incomplete, the application may be deemed incomplete and the submittal returned to the property owner or applicant. All documents, specifications, and instruments of service shall be original, wet, manually signed by the person who prepared them. In addition to the signature of the registered engineer/architect, all plans, reports, specifications, documents, or instruments of service shall bear the seal/stamp of the registrant, and the expiration date of the license.

OWNER/APPLICANT SIGNATURE

DATE