



**MALIBU  
REBUILDS**

**WOOLSEY FIRE  
RESIDENTIAL  
BUILDING PLAN CHECK  
FOR MALIBU REBUILDS**

Rebuild and Recover [MalibuRebuilds.org](https://MalibuRebuilds.org)  
Email questions to [info@malibucity.org](mailto:info@malibucity.org)  
Sign up for non-emergency information at  
[MalibuCity.org/WoolseyAlerts](https://MalibuCity.org/WoolseyAlerts)



## We're here to help you.

City staff can help you assemble a Building Plan Check application packet, so you can start your rebuild as soon as possible. Work with your design professional(s) and the City to ensure your application, plans, and supporting documents are complete to avoid delays to your approvals.

Visit [MalibuRebuilds.org](https://www.malibu-rebuilds.org) or contact staff at Malibu City Hall for help preparing your application packet and for updated Public Counter hours.

# HERE'S WHAT YOUR PROCESS WILL LOOK LIKE

1. After completing the Planning Department review process, assemble a Building Plan Check application packet (see details on Page 4)
2. To schedule an appointment, email a Permit Technician: [JBauer@malibucity.org](mailto:JBauer@malibucity.org) or [MRiggins@malibucity.org](mailto:MRiggins@malibucity.org); or visit the Public Counter
3. Submit your building plans at the Public Counter. Once your submittal is received, the plans will be checked to ensure all requirements of City departments and applicable outside agencies are met.

## City Departments

- **Building Safety** - reviews construction plans for compliance with building codes.
- **Geology/Geotechnical** - reviews geologic and soils engineering reports and plans.
- **Environmental Health** - reviews functionality and capacity of wastewater system to serve your building(s).
- **Public Works** - reviews drainage, grading, erosion control plans (local SWPPP), stormwater and water quality compliance, FEMA flood zone regulations, and improvements within the public right-of-way.
- **Planning** - reviews for conformance to specified Conditions of Approval, if any; and review by City Biologist.

## Other Departments / Outside Agencies

- Los Angeles County Fire Department - reviews for compliance with fire code and fuel modification requirements.
  - Note: Building plans and fuel modification plans will be reviewed separately.
4. Plan check comments will be prepared by each reviewing department and agency individually and provided to the applicant. Comments may require correction or clarification by the design professional(s) before permits can be issued. Corrections and revisions responsive to all departments and agencies should be incorporated into plans and resubmitted to Building Safety.
  5. If plan corrections are requested by any reviewing department or agency, the design professional(s) should ensure the plans will continue to meet the requirements of all departments and agencies. All plan revisions for re-check should be submitted at the Public Counter (for City departments) or directly to each outside agency reviewing the project.
  6. Building permits will be issued at the Public Counter by appointment after plans are approved by all departments and applicable fees (i.e., any fees not waived) are paid.

***Accepted method of payment for fees are MasterCard, VISA, check, or cash.  
An additional fee of 2.36% will be applied to each credit card transaction***

# BUILDING PLAN CHECK SUBMITTAL PACKET

## PLAN AND DOCUMENT REQUIREMENTS

### *What is in a Complete Set of Plans?*

Submitting incomplete plans is likely to cause delays to the review and approval of your application packet. This handout has been prepared to help you and/or your design professional(s) submit the information required for the quickest path to rebuilding. All of these steps must be completed to obtain a building permit.

#### **For Building Safety:**

The Public Counter is the City's hub for Building Safety plan check and permit issuance. Requirements for each activity are outlined below.

1. For plan check, provide three (3) sets of signed and stamped plan drawings approved by the Planning Department. The minimum size for Architectural and Structural plans is 24" x 36". The plans must be signed and stamped (if applicable) by your design professional(s) and include:
  - A title sheet with building information, scope of work, a vicinity sketch, names and telephone numbers of the owner and the responsible design professional(s);
  - Site plan showing building setbacks, grade elevations, location of the onsite wastewater treatment system (if applicable), and the source of potable water supply (water meter or private well);
  - Architectural floor and roof plans;
  - Building sections showing ceiling heights and insulation in wall, floor, and roof assemblies;
  - Building elevations showing building heights;
  - Window and door schedules;
  - Architectural details (high fire hazard, roof and wall assembly, etc.);
  - A plan showing specifications and locations of electrical panel and fixtures, water heater(s), and heating/cooling equipment;
  - CALGreen notes;
  - Energy calculations, registered and signed CF-1R energy forms;
  - Structural plans with details and accompanying structural calculations;
  - Drainage and/or grading plans, if applicable.
2. If proposing to re-use an existing foundation affected by the Woolsey Fire (in whole or in part), submit a foundation feasibility report along with the rebuild plans.

For more information, visit <https://www.malibucity.org/foundations>.
3. As part of the structural plan check submittal, provide a memo listing all Geology/Geotechnical reports including report dates and reference numbers associated with the review.

4. For issuance of City building permits, provide two (2) sets of signed and stamped final building plans approved by the building plans examiner or plan check engineer. Additional approval stamps needed on the plans include: Geology/Geotechnical; Environmental Health; Public Works; Planning; and Los Angeles County Fire Department.

**For Geology/Geotechnical:**

1. Submit a soils report for review and approval. Alternatively, a letter from the soils engineer updating a previous soils report may provide the necessary information. The geotechnical engineer will review and approve the foundation plans for conformance with recommendations in the soils report.
2. See Geology/Geotechnical staff to verify requirements and identify any additional submittal items.
3. When all requirements have been satisfied, a review sheet approving the soils report will be issued. The Architectural and Structural plans (and Grading plans, if applicable) will be approved and stamped by the Geology/Geotechnical reviewer.

**For Environmental Health:**

1. Submit an onsite wastewater treatment system (OWTS) plot plan drawn to scale for review and approval by the Environmental Health reviewer. The approved OWTS plot plan must show all existing improvements, proposed improvements, and all components of the OWTS as necessary to meet the requirements of the Malibu Municipal Code and the City of Malibu Local Coastal Program/Local Implementation Plan. Environmental Health will review building plans, including number of bedrooms and drainage fixtures, in reference to an existing or proposed OWTS.
2. See Environmental Health staff to verify requirements and identify any additional submittal items.
3. When all requirements have been satisfied, the Architectural and Grading plans will be approved and stamped by the Environmental Health reviewer.

**For Public Works:**

1. Submit Drainage and Grading plans for review and approval by a Public Works engineer. The approved plan shall show all existing and proposed drainage improvements necessary to meet the requirements of the Malibu Municipal Code and City Local Coastal Program/Local Implementation Plan.
2. Public Works staff will review the adequacy of drainage facilities, vulnerability of the property to mud and debris flows (and flood zone issues, if applicable). A Local Stormwater Pollution Prevention Plan (or also known as an Erosion Control Plan) will be required on all projects.
3. See Public Works staff to verify requirements and identify any additional submittal items.
4. When all requirements have been satisfied, the plans will be approved and stamped by the Public Works Department.

**For Planning:**

1. The plan check set of Architectural and Grading plans are subject to final review and approval by the Planning Department.
2. See Planning staff to identify submittal requirements.
3. When all requirements have been satisfied, the Architectural and Grading plans will be approved and stamped by the Planning Department.

**For Fire Department:**

1. Los Angeles County Fire Department reviews building plans and fuel modification plan check as a two part process.
2. See County staff to identify submittal requirements specific to your project, including any required certificates from Los Angeles County Waterworks District No. 29.

**WORKING WITH YOU TOWARD TOTAL RECOVERY**

We're here to help if you have questions about the requirements of the packet. Working together, we can overcome the devastation of the fire and help Malibu recover.

Learn more about what you need to rebuild right at **MALIBUREBUILDS.ORG** OR CALL **(310) 456-2489**



The following is the **3 step process** your project will go through for **approval and permitting**

