City of Malibu

Residential HVAC Permit – Streamlined Form

SECTION 1 – PROJECT INFORMATION

Applicant Name: _____

Property Address: _____

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

Phone & Email: _____

SECTION 2 – PLANNING EXEMPTION VERIFICATION

All six (6) criteria below must be satisfied for the Heating, Ventilation, and Air Conditioning (HVAC) unit to qualify for exemption from Planning review.

Exemption Criteria	Compliant?
1 HVAC unit is minimum 3 feet from all property lines.	☐ Yes ☐ No ☐ N/A
2 HVAC unit is ≤ 42 inches in height if located within the front-yard setback.	☐ Yes ☐ No ☐ N/A
3 HVAC unit is ≤ 6 feet in height when located in rear or side-yard setbacks.	☐ Yes ☐ No ☐ N/A
4 HVAC unit is fully screened on all sides if not adjacent to a building or is visible from neighboring properties / street.	☐ Yes ☐ No ☐ N/A
5 HVAC unit is located on flat, level terrain.	☐ Yes ☐ No ☐ N/A
6 HVAC unit, if roof-mounted, will be replaced like-for-like.	☐ Yes ☐ No ☐ N/A

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

☑ If all six 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

Check one of the boxes below:

☐ Replacing like-for-like, same size, same locations for all HVAC components; permit only.

☐ New HVAC in new locations. Provide the following:

- Site Plan (showing HVAC locations, setbacks, screening, and slope contours)
- Floor Plans (if installing new units within structure)
- Roof Plan (If installing new units on roof)
  - Structural load calculations and attachment details if unit is greater than 300 lbs.
  - Fall protection to be provided if edge clearance is less than 6'.
- Residential HVAC note sheet per LA County Residential Code
- Manufacturer's Specifications
- Title 24 Requirements – Energy Code

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Frequently Asked Questions

1) **What does the form mean by "≤ 42 inches" or "≤ 6 feet" in height in relation to an HVAC unit?**
    a. Pursuant to Section 17.40.030 of the Malibu Municipal Code, structures are regulated by height when they are located within the required setbacks of a parcel.
    b. The city contains different height regulations per the setback (i.e. front yard, rear yard, or the side yard). For any structure located within the front yard setback those height regulations is 42 inches and for the side and rear yards, the height regulation is six feet.

2) **What does the city consider flat, level terrain?**
    a. Pursuant to Section 17.62 of the Malibu Municipal Code, Administrative Plan Reviews are required for development in slopes that are steeper than a 3:1 ratio. Thus, slopes that are flatter than 3:1 is what the city considers "flat" terrain and therefore do not require a higher-level planning approval.
    b. In other words, the city means ground that isn't very steep. If the ground rises noticeably in a short distance, then it is recommended to get advisement from the Planning Department.

3) **What does "if roof mounted" specifically mean?**
    a. Typically, all roof-mounted HVAC installations require a Planning review. However, if the applicant can demonstrate a preexisting HVAC installation, and the project only aims to replace that preexisting installation, then Planning review can be exempt.
    b. However, it is incumbent upon the applicant to illustrate the previously existing HVAC is in the same location from which the new project is being proposed.

4) **When exactly does an HVAC installation need to be screened?**
    a. Pursuant to Section 17.40.030 of the Malibu Municipal Code, accessory structures and equipment located in the rear and side yards must be screened by a solid wall or fence on all sides, except in cases where the equipment is located next to a dwelling, in which case the equipment must be screened on the three sides not adjacent to the dwelling.
    b. In other words, any section of an HVAC unit that is visible from the street or neighboring property must be screened from view.