

PLANNING REVIEW CONTINUED

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

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.

ADDITIONAL RESOURCES

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

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.