



Building & Safety Division

Plan Check Submittal Questionnaire

October 16, 2007

Applications for Building permit process will normally require 7 sets of plans that get routed to all the Divisions within the City, which are part of the development review process.

Two sets of drawings are always required for the Building & Safety Division. Additional sets of drawings may be required for City Planning, Environmental Public Works Management (EPWM), Public Landscape, Fire or Transportation Management Division (TMD).

It is highly recommended that you take advantage of the following questionnaire to possibly reduce the number of sets that have to be submitted for review.

PC# (to be filled out by staff) _____

To Be Filled Out By Applicant:

Project Name: _____

Project Address: _____

I understand that, if at anytime during the plan check or construction process, it is determined that due to incorrect answers provided here additional review is required, I will have to submit additional sets to the respective Divisions. I also understand that this may cause delays in plan check or construction progress.

Applicant Name (Print) _____ Contact Phone No. _____

Signature _____ Date _____

CITY PLANNING DIVISION

- 1. Is this a new building or an addition to an existing bldg? Yes No
- 2. Does the scope of work involve a Structure of Merit, Landmark Parcel, or a structure within a Historic District? Yes No
- 3. Does the scope of work involve alterations to the exterior of a building other than a single family dwelling or a single family dwelling in the R2R District? (Including change of windows & re-roof) Yes No
- 4. Does the scope of work include installation of a new pool or spa? Yes No

For Interior Remolding Of Existing Residential Buildings:

- 5. Does the scope of work include addition of a new bedroom to the unit? Yes No
- 6. Does the scope of work include addition of a new kitchen to the unit? Yes No

For Interior Remodeling of Existing Commercial Buildings (Tenant Improvements):

- 7. Does the scope of work involve a change of use? Yes No
- 8. Does the scope of work involve a restaurant or food or alcohol serving establishment? Yes No

If you answered "Yes" to any of the above questions plans will have to be submitted to the Planning Division.

ENVIRONMENTAL & PUBLIC WORKS MANAGEMENT (EPWM)

1. Does the project include any grading, paving or site drainage work? Yes No
2. Does the project involve a new building; replacing an existing building or adding any square footage to an existing building? Yes No
3. Does the project include any interior remodel to an existing building? Yes No
4. Does the project involve any work or improvements located in or above the public right-of-way such as streets or alley or any work that would affect the stability of a public way (such as excavation)? Yes No
5. Are the proposed improvements valued at more than 50% of the building replacement cost?
(A detailed cost estimate is required) Yes No
6. Does the project include any new plumbing work involving new fixtures, fire service, landscape irrigation or sewer lateral? Yes No
7. Does the project include adding a swimming pool or spa to the site? Yes No
8. Does the project involve discharge of industrial waste such as in any food preparation facility (including restaurants, hotels, bakeries, or catering companies), manufacturing facility, auto shop, food market, dry cleaner, photo finisher, medical care facility, beauty salon, or any elevator pit or holding tank? Yes No
9. Does the project add 5,000 square feet or more of impervious area or increase the impervious area by 50% or more? Yes No

If you answered "Yes" to any of the above questions plans will have to be submitted to the EPWM.

Public Landscape Division

For projects involving interior remodeling of existing buildings (no new square footage added):

1. Does the scope of work include a new driveway or sidewalk or installation of any new utilities in such public way within 10' of an existing street tree? Yes No
2. Does the work involve storage of materials or equipment on an existing driveway or public way within 10' of an existing street tree? Yes No
3. Will construction access to the project be anywhere other than an alley or existing driveway? Yes No
4. Will the street right-of-way be used for construction staging? Yes No
5. Is a street use permit required or being requested for this project for construction staging? Yes No
6. Will there be equipment stored under the canopy of a street tree? Yes No

For all other Projects, in addition to the questions above please answer the following:

7. Are there any existing street trees adjacent to the project site? Yes No
8. Does the project propose new street trees or are they required as part of your Conditions of Approval? Yes No

If you answered "Yes" to any of the above questions plans will have to be submitted to the Public Landscape Division.

FIRE DEPARTMENT

1. Does the scope of work involve the construction of a new building or addition, alteration or change of occupancy in an existing building with one or more of the following building code occupancy classifications: A, E, H, I, R-1, R-2 or any other residential use other than one and two family dwellings?
 Yes No
2. Does this plan submittal involve the construction of a building or tenant improvement in a building having floor used for human occupancy more than 55 foot above lowest Fire Department vehicle access level? (high-rise building as defined in the Santa Monica Municipal Code, Section 8.44.090)?
 Yes No
3. Does this project involve the installation of either a conventional or electrostatic spraying operations?
 Yes No
4. Does this project involve the installation of aboveground or underground storage of liquid petroleum products, liquefied petroleum gases, compressed natural gas or other hazardous materials?
 Yes No
5. Does this project involve the use, dispensing, mixing or storage of flammable or combustible liquids or gases, hazardous materials, etc.?
 Yes No
6. Does this project involve the installation of gates that restrict access to the structure?
 Yes No

If you answered “Yes” to any of the above questions plans will have to be submitted to the Fire Department.

TRANSPORTATION MANAGEMENT (TMD)

1. Is this plan being submitted to the Planning Division? Yes No
2. Does the project affect, encroach, add or alter any parking or loading zones? Yes No
3. Does the project add, change or delete any vehicular access points? Yes No
4. Is any work being done in or adjacent to parking areas? Yes No
5. Does the scope of work increase the number of bedrooms in a dwelling unit? Yes No
6. Does the project involve change of use to a more intense use that may require parking or loading requirements? (See section 9.04.10.08 of Municipal Code, or consult a TMD staff member for clarification)
 Yes No
7. Does the project involve installation of any fence, wall, hedge or tree within 5 feet of any property line?
 Yes No

If you answered “Yes” to any of the above questions plans will have to be submitted to the Transportation Management Division (TMD).

RENT CONTROL

1. Does the project involve a controlled rental dwelling unit? Yes No
2. Does the project affect the habitability of any existing rental dwelling units (such as re-piping, renovation of kitchens and bathrooms, etc.) Yes No

If you answered “Yes” to the question No.1 a copy of the application (no plans) will be routed to the Rent Control Department for their review and approval. In addition, if you answered “Yes” to question No. 2, a Means & Methods Form must be filed with your application.