



MALIBU REBUILDS
MALIBUREBUILDS.ORG



PALISADES FIRE PERMIT REQUIREMENTS FOR INSTALLING TEMPORARY HOUSING

MalibuCity.org/PalisadesFire

PROCESS SUMMARY

Follow the process and guidelines below to get into your temporary residence as quickly as possible.

1. Complete the Cleanup/Debris Removal Process.
2. Determine if your Onsite Wastewater Treatment System (OWTS) – also known as a septic system – is functional. See requirements under “OWTS (Septic) Requirements” on page 4.
3. Prepare your Temporary Housing documents for submittal, including:
 - Planning application for Temporary Housing.
 - Three (3) copies of Site Plan. See requirements under “Site Plan Requirements” below.
4. Submit your Temporary Housing Application.
5. Receive your Temporary Housing Building Permit. The permit will be issued to either a Licensed Contractor, B License contractor, or Owner/Builder.
6. Reinstate electrical, gas, and water service. See additional details under “Electrical Service Requirements” on page 5, “Natural Gas Service Requirements” on page 6 and “Water Service Requirements” on page 6.
7. Place or build your temporary home!

SITE PLAN REQUIREMENTS

On your site plan, please include:

- Location of temporary housing unit(s). See rules “Rules for Temporary Housing” on page 3.
- Description of proposed temporary housing unit.
- Location of the physical posting of the property address. See “Address Identification” on page 6.
- Location of OWTS.
- Location of water service meter.
- Location of electrical service, as determined by SCE.
- Location of gas service meter, if applicable.

RULES FOR TEMPORARY HOUSING

- Temporary housing structures are defined as mobile homes, trailers, recreational vehicles or other structures which are self-contained units which include sanitary facilities, and facilities for normal daily routines including cooking and sleeping.
- Temporary housing structures DO NOT include any structure placed upon a permanent foundation, nor do they include tents, yurts, or similar fabric or textile installations.
- Conditions of approval in the Planning Application attached includes the following:
 1. No more than two (2) temporary housing structures which together total no more than 1,000 square feet will be permitted.
 2. No additional grading will be allowed, beyond that permitted as part of the development plan.
 3. The temporary housing must be placed within the existing development area as defined by the City of Malibu Local Coastal Program (LCP) Local Implementation Plan (LIP). The temporary housing must be placed on the development pad to be used for reconstruction.
 4. The temporary housing structure must include skirting.
 5. The temporary housing structure may not include any structural attachments.
 6. Additional conditions of approval state that owners must:
 - Provide the City with written authorization from the owner allowing the City to terminate all utilities upon expiration of the period for which the temporary housing structure is permitted to remain on the property.
 - Obtain verification from the City that all temporary housing structures have been removed from the property upon expiration of the temporary housing permit. Failure to obtain this verification shall result in a fine of \$100 per day until the verification is obtained.
- Temporary housing structure permits expire after four (4) years from the date of planning approval but may be renewed in one year increments, for a maximum of six (6) years, provided that a building permit for the reconstruction has been issued and regular inspections are occurring.
- Temporary housing structure(s) must be removed from the lot prior to final approval (e.g., Certificate of Occupancy) by the Building Official for the reconstructed residence unless the temporary housing structure is permitted and converted into a permanent structure stored in compliance with the LCP (ask us how to do this!). An RV may remain on the lot and would no longer be considered a temporary housing structure if it is disconnected from utilities and legally stored in compliance with the LCP.

OWTS (SEPTIC) REQUIREMENTS

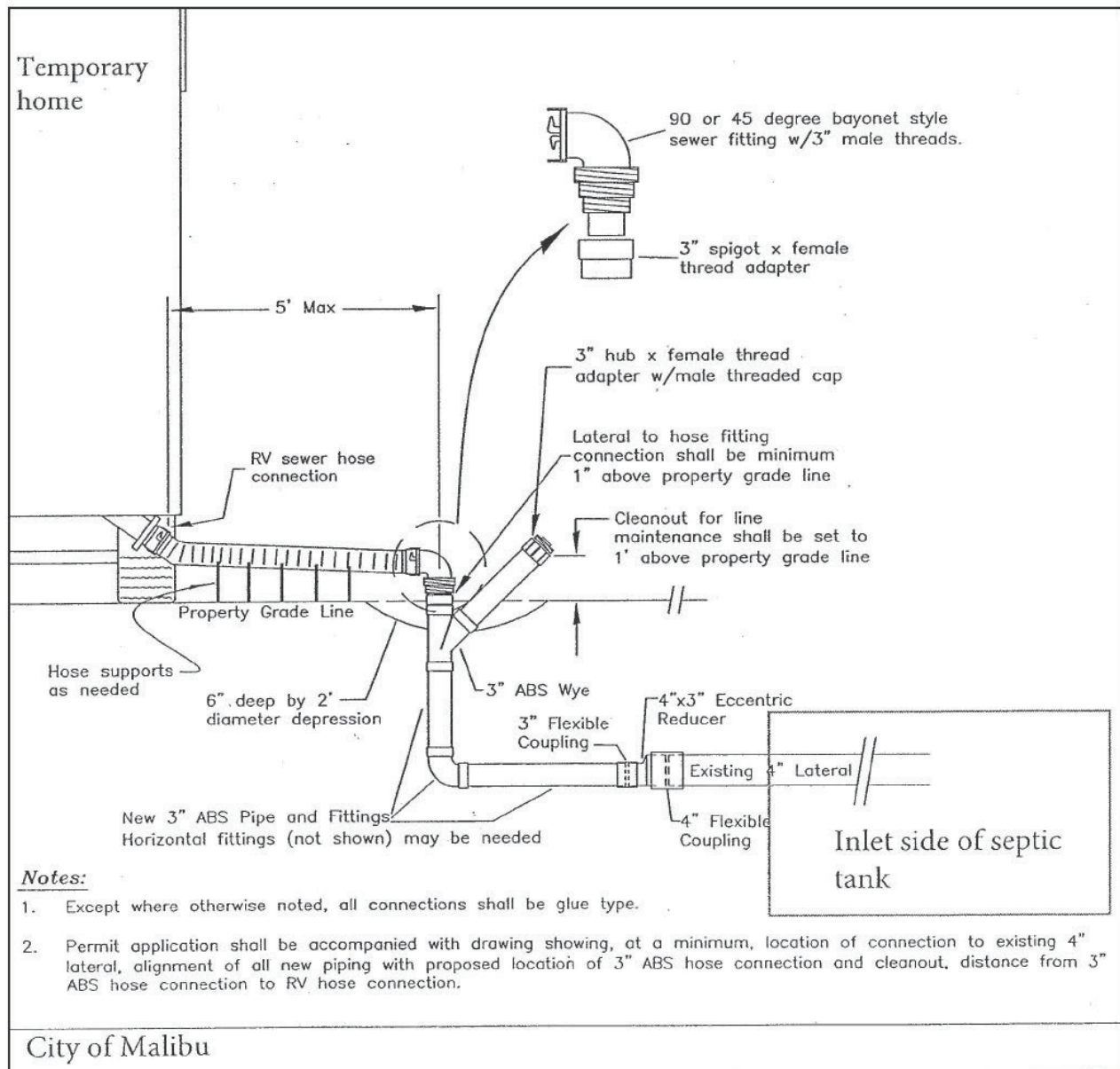
Before a Temporary Housing Permit may be issued, you must prove functionality of your existing OWTS.

To do so:

1. Obtain an inspection of the OWTS by a City Registered OWTS Practitioner.
2. Submit, or ask the OWTS Practitioner to submit on your behalf, the assessment form and site plan to Environmental Health staff for evaluation and approval.

Please note that any repairs/replacement to the OWTS must be made prior to utilization of the OWTS.

TEMPORARY SEWAGE DISPOSAL CONNECTION



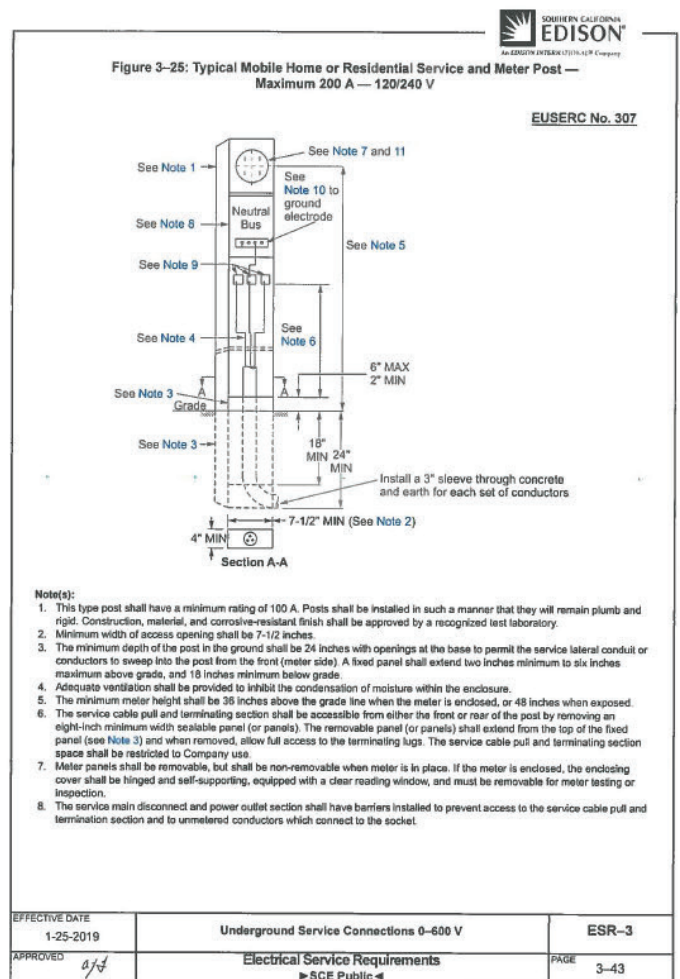
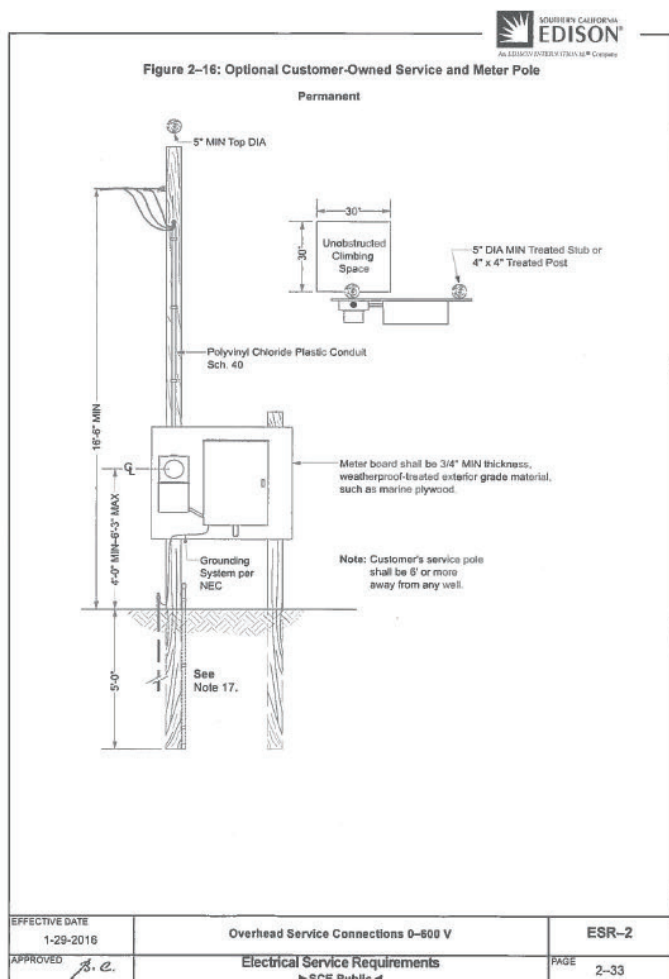
ELECTRICAL SERVICE REQUIREMENTS

To document how electrical service to the temporary housing unit(s) will be installed please include the following on your site plan:

- The distance from the meter service to the proposed temporary housing unit(s)
- The size and height of the electrical meter pedestal
- All requirements of the Malibu Electrical Code apply to the installation from the junction box to the meter location
- No temporary power poles will be allowed

To reestablish electrical service, please contact:

Southern California Edison
 Meter Service Information 800-655-4555 Option 3
 Malibu Business Office 800-611-1911



WATER SERVICE REQUIREMENTS

To document how water service to the temporary housing unit(s) will be installed please include the following on your site plan:

- Distance from the water service meter to the proposed temporary housing unit(s)
- Type and size of materials that will be used (ex. ¾" PVC pipe)
- Location and depth of the water line trench to be completed per Malibu Plumbing Code

To reestablish water service, please contact:

Los Angeles County Waterworks District 29
23533 Civic Center Way, Malibu, CA 90265 877- 637-3661

If your property uses private water wells, please contact:

Los Angeles County Public Health – Drinking Water Program
5050 Commerce Dr, Baldwin Park, CA 91706
626-430-5420 waterquality@ph.lacounty.gov

NATURAL GAS SERVICE REQUIREMENTS

To document how gas service to the temporary housing unit(s) will be installed, please include the following on your site plan:

- Distance from the gas service meter to the proposed temporary housing unit(s)
- Type and size of materials that will be used (ex. ¾" PVC pipe)
- Location and depth of the gas line trench to be completed per Malibu Plumbing Code

To reestablish gas service, please contact:

Southern California Gas
800-427-2200 or socalgas.com

ADDRESS IDENTIFICATION

The address identification is required to be legible and placed in a position that is visible from the street or road fronting the property. Numbers are required to be at least 4 inches high and a minimum of ½ inch wide. Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public right of way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.



City of Malibu

Temporary Housing Application

PLANNING DEPARTMENT — SUBMIT TO PALISADESFIRE@MALIBUCITY.ORG

Owner Information:

Property Owner Name: _____

Mailing Address: _____

Phone No.: _____ Email: _____

Project Information:

Project Address: _____

APN: _____

Temporary Housing Type (briefly describe): _____

***NOTE:** Temporary housing structures are defined as mobile homes, trailers, recreational vehicles or other structures which are self-contained units which include sanitary facilities, and facilities for normal daily routines including cooking and sleeping. Temporary housing structures **DO NOT** include any structure placed upon a permanent foundation, nor do they include tents, yurts, or similar fabric or textile installations.

Total Square Footage of Proposed Temporary Housing (may not exceed 1,000 square feet): _____

Number of Temporary Housing Units (may not exceed two): _____

Site Plan Attached

***NOTE:** Temporary housing shall be placed within the existing development area as defined by the LIP: "the approved portion of a project site that is developed, including the building pad and all graded slopes, all structures, and parking areas." Development area for residences built before the Coastal Act shall include all of the site that was legally developed, including the building pad and all graded slopes, all structures, driveways and parking areas

Staff Use Only

TH Number: _____ Date Received: _____

Approved by (print planner's name): _____

Signature: _____ Date: _____

Expiration Date: _____

(second page must be attached)

Project Conditions:

I hereby request approval for a temporary mobile home/trailer to be placed on the above-referenced property during reconstruction or in anticipation of reconstruction of a residence destroyed due to natural disaster. I agree to the following conditions of approval pursuant to Malibu Municipal Code (MMC) Section 17.40.040(A)(18):

1. No more than two (2) temporary housing structures which together total no more than 1,000 square feet shall be permitted.
2. No additional grading shall be allowed beyond that permitted as part of the development plan. The temporary housing shall be placed within the existing development area as defined by the LIP. Development area for residences built before the Coastal Act shall include all of the site that was legally developed, including the building pad and all graded slopes, all structures, driveways and parking areas.
3. The temporary housing structure shall include skirting.
4. The temporary housing structure does not include any structural attachments.
5. The temporary housing structure shall comply with the following utility requirements:
 - i. Be connected to a city-approved power source.
 - ii. Provide the City with written authorization from the owner allowing the City to terminate all utilities upon expiration of the period for which the temporary housing structure is permitted to remain on the property.
 - iii. Be connected to a functioning onsite wastewater treatment system (OWTS) or sewer as approved by the Environmental Health Administrator. A City-registered OWTS practitioner must inspect the OWTS and verify its functionality prior to installation of the temporary housing structure.
 - iv. Be connected to an approved source of potable water.
6. Temporary housing structures shall be permitted for an initial period of four (4) years and shall be renewable by the Planning Director in increments up to one year, for a maximum placement of the temporary housing structure of six (6) years, provided that a building permit for the reconstruction has been issued and regular inspections are occurring.
7. Upon expiration of the temporary housing permit, the property owner shall obtain verification from the City that all temporary housing structures have been removed from the property. Failure to obtain this verification shall result in a fine of \$100 per day until the verification is obtained.
8. Prior to final approval (e.g., Certificate of Occupancy) by the Building Official for the reconstructed residence, the temporary housing structure shall be removed from the lot unless the temporary housing structure is permitted and converted into a permanent structure that meets the requirements of the LCP. An RV may remain on the lot and would no longer be considered a temporary housing structure if it is disconnected from utilities and legally stored in compliance with the LCP.

INDEMNIFICATION

The property owners, applicants and their successors in interest, agree that they shall indemnify and defend the City of Malibu and its officers, employees and agents from and against all liability and costs relating to the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel and property owners shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.

The property owners, applicants and their successors in interest, agree to allow the City to terminate all utilities upon expiration of the period for which the temporary housing structure is permitted to remain on the property.

*Owner (print name): _____

*Signature: _____ Date: _____

*Applicant (print name): _____

*Signature: _____ Date: _____

* This form **MUST BE NOTARIZED** if not witnessed by City of Malibu staff.

*Witnessed by:

*Staff (print name): _____

*Signature: _____ Date: _____