

# NEW SINGLE-FAMILY RESIDENCE REBUILD PROJECT CHECKLIST FOR BUILDING PLAN CHECK PHASE

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.

Make an appointment by calling **310-456-2489 ext. 400** to discuss your project or visit the Rebuild Center at 23805 Stuart Ranch Road, Suite 240 Monday: Friday, 8:00 AM: 4:00 PM. Visit **MalibuRebuilds.org** for information.

This list is not comprehensive and does not contain document requirements for all City Departments.

Electronic plans and supporting documentation are preferred. Plans submitted to the City shall be to scale and a minimum size of 24"x36" when printed for field use. All documentation shall be stamped and signed by the responsible design professional.

## BUILDING SAFETY

### Building Plans

#### Architectural plans approved by the Planning Department should include:

- A title sheet with site address, APN, building information, scope of work, sheet index, a vicinity sketch, names and telephone numbers of the owner and responsible design professional(s)
- Site plan showing North Arrow, Scale of Drawing (e.g. 1/4" = 1'), new building(s), existing building(s), perimeter walls/fences, setbacks, grade elevations, locations of the onsite wastewater treatment system, and the source of potable water supply (water meter or private well)
- Architectural floor and roof plans (include slopes and proposed material(s) at roof)
- Building sections showing ceiling heights and insulation in wall, floor, and roof assemblies
- Building elevations showing building heights and all proposed exterior building materials (exterior wall coverings, roofing materials, etc.)
- Architectural details (high fire hazard, roof and wall assembly, etc.)
- Window and door schedules

- 2023 Type V / Wildland Urban Interface (WUI) standard sheets
- CAL Green Building Notes
- Landscape Irrigation plan (Landscape plan to be approved by City Biologist prior to Building Safety review.)
- Outdoor Lighting Plan (Planning Department approval required.)
- Color-Coded Slope Analysis (if applicable)
- Site Survey



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For recovery and rebuilding  
information: **MalibuRebuilds.org**

Mechanical, Electrical, and Plumbing Plans:



- Less than 3,000 square feet in habitable total floor area of all proposed structures: A plan showing specifications and locations of electrical panel and fixtures, water heater, and heating/cooling equipment, etc.;
- 3,000 square feet or greater in habitable total floor area of all proposed structures: [MalibuCity.org/DocumentCenter/View/27556/Mechanical-Electrical-Plumbing-Requirements---Residential-3000-sq-ft](https://www.malibucity.org/DocumentCenter/View/27556/Mechanical-Electrical-Plumbing-Requirements---Residential-3000-sq-ft)

Energy Calculations, registered and signed CF-1R energy forms

Drainage and Grading (Civil) plans, if applicable

- Grading Yardage Verification Certificate

Site Retaining Walls (If applicable)

- Site Key plan required with lengths and heights above grade noted.
- Pile and gradebeam schedule (if applicable)
- Structural calculations

Structural Plans

- Structural notes, specifications, details to be included
- Structural Observation form to be completed and provided within the structural plan set
- Pile and gradebeam schedule (if applicable)
- Structural calculations to be provided as a separate file;
- Truss layout plan and calculations (if applicable)

Approved foundation feasibility report along with the rebuild plans.

Memo listing all Geology/Geotechnical reports including report dates and reference numbers associated with the review.

**See Building Safety rebuild team to verify requirements and identify any additional submittal items.**

## Geology/Geotechnical

Geotechnical Report

Soils Analysis / Percolation / Infiltration Report (if applicable)

OWTS Supporting Geology / Soils Report (if applicable)

Structural feasibility report (for re-use of any existing structures)

**See Geology/Geotechnical staff to verify requirements and identify any additional submittal items.**

## Coastal Engineering

Coastal Engineering / Wave Uprush Report (Beachfront Property Only)



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## Environmental Health

(Submit Onsite Wastewater Treatment Systems (OWTS) directly to EH for plan review)

- Certified/Original Fixture Unit Worksheet
- OWTS Plot Plan / (11x17)
- OWTS Fire Damage Assessment (if applicable)
- OWTS Design Report (if applicable)
- Soils Analysis / Percolation / Infiltration Report (if applicable)
- Coastal Engineering / Wave Uprush Report (Beachfront Property Only)
- Architect/Engineer Certification for Reduction In Setbacks to Buildings or Structures

**See Environmental Health staff to verify requirements and identify any additional submittal items.**

## Public Works

- Drainage and Grading plans
- Local Stormwater Pollution Prevention Plan (or also known as an Erosion Control Plan)
- Grading, Drainage, Erosion and Storm Water Management Plans OR letter stating none proposed
- Proposed grades for the pad area around the proposed structure or structures to establish drainage and building height information. Beachfront lots must note NAVD88 vertical datum. Beachfront and creek-side projects must include the FEMA floodplains and Base Flood Elevation.
- Grading Yardage Verification Certificate signed by the civil engineer, copied directly onto the cover sheet of the Grading Plan.

**See Public Works staff to verify requirements and identify any additional submittal items.**

## Los Angeles County Fire Department



- Fuel modification, occupancy approval, grading and access plans shall be provided prior to construction permit issuance.
- [EPICLA.LACounty.gov](http://EPICLA.LACounty.gov)

## Los Angeles County Waterworks District 29

- See County staff to identify submittal requirements specific to your project, including any required certificates or to obtain a Will Serve letter.

## Planning

- Plan check set of Architectural and Grading plans are subject to final review and approval by the Planning Department.



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