



**MALIBU REBUILDS**  
MALIBUREBUILDS.ORG



# PALISADES FIRE PERMIT REQUIREMENTS FOR INSTALLING TEMPORARY HOUSING

---

[MalibuCity.org/PalisadesFire](https://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. Provide limited Geotechnical report prepared by appropriately licensed professionals which evaluates the location of the proposed temporary housing with respect to geologic and flood hazards that the specific location(s) may be exposed to during the proposed four-year use of the location.
4. Prepare your Temporary Housing documents for submittal, including:
  - Planning application for Temporary Housing.
  - Site Plan. See requirements under “Site Plan Requirements” below.
5. Submit your Temporary Housing Application to Planning.
6. Make an appointment with the Building Official to obtain clearance for your temporary housing application. If approved by both Planning and Building Safety, permits will be issued.
7. Receive your Temporary Housing Building Permit. The permit will be issued to either a Licensed Contractor, B License contractor, or Owner/Builder. Electrical permits to be issued to C-10 licensed contractors only.
8. 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.
9. 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.
    - 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 \$1,000 per day until the verification is obtained.
- The temporary housing structures shall be occupied only by the property owner(s) or tenant(s) living on the property at the date of the natural disaster, or their families. Should this requirement be violated, the temporary housing structures must be immediately removed, the property will no longer be eligible to place temporary housing on the property for a period of 5 years, and the owner shall be subject to a fine of \$1,000 per day. Liens may also be imposed on the property by the City as a means of compliance.
- 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.

- If the temporary housing is supported on anything other than wheels or a trailer which can be readily moved (i.e. a manufactured home), it shall comply with requirements for foundations as noted in Chapter 16, 18 and Appendix G – Flood proof Construction of the current California Building Code and requires a building permit from the City. Temporary housing supported on wheels shall be fastened to the ground.

## OWTS (SEPTIC) REQUIREMENTS

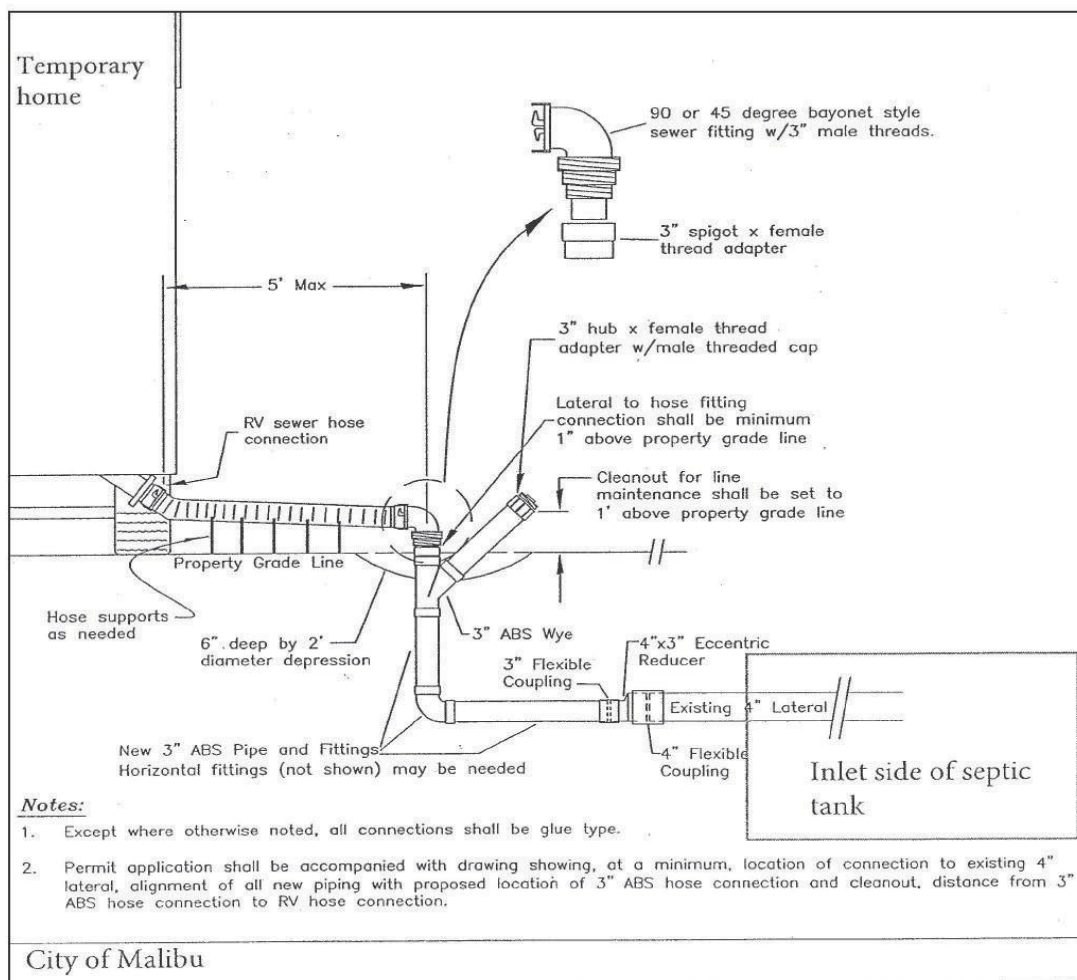
Before a Temporary Housing Permit may be issued, you must prove the functionality of your existing OWTS.

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:

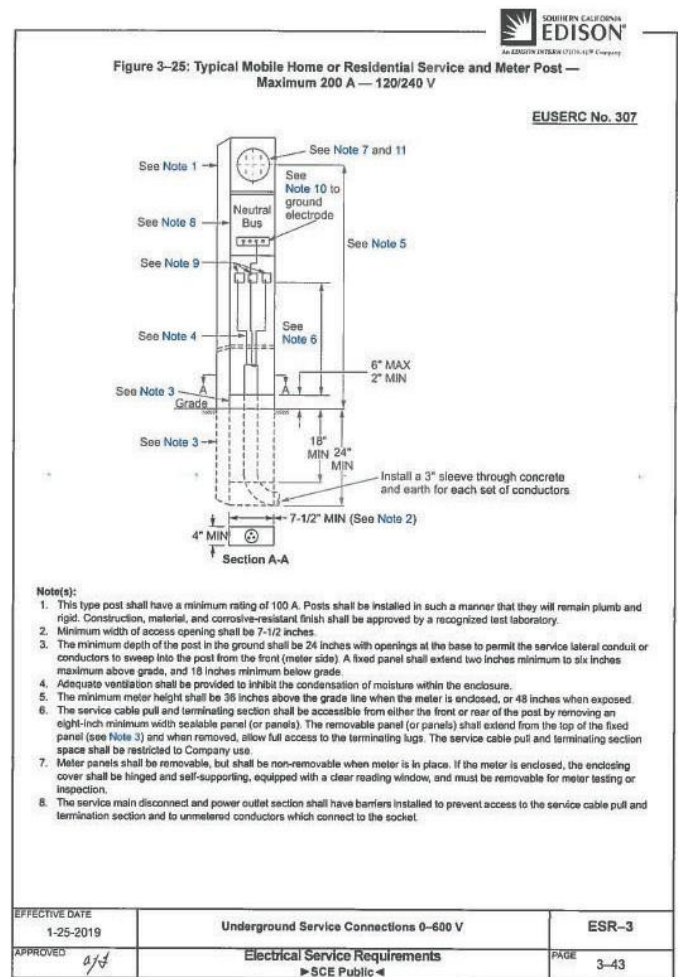
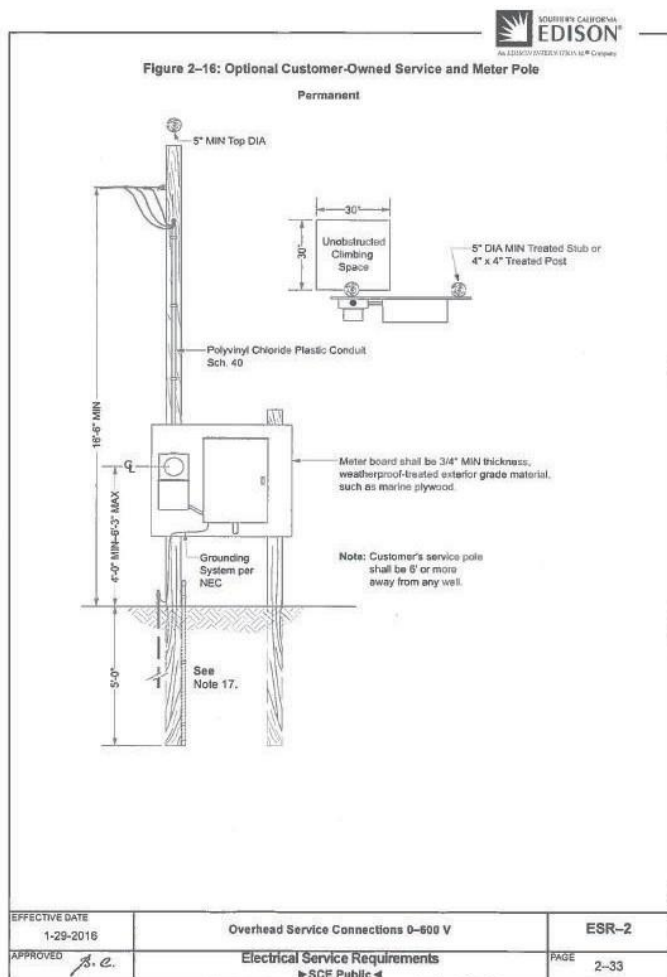
- The distance from the meter service to the proposed temporary housing unit(s)
- The size and height of the electrical meter pedestal
- All requirements of the Malibu Electrical Code apply to the installation from the junction box to the meter location
- No temporary power poles will be allowed

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](mailto: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](http://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 \$1,000 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.
9. If the temporary housing is supported on anything other than wheels or a trailer which can be readily moved (i.e. a manufactured home), it shall comply with requirements for foundations as noted in Chapter 16, 18 and Appendix G – Flood proof Construction of the current California Building Code and requires a building permit from the City. Temporary housing supported on wheels shall be fastened to the ground.
10. The temporary housing structures shall be occupied only by the property owner(s) or tenant(s) living on the property at the date of the natural disaster, or their families. Should this requirement be violated, the temporary housing structures must be immediately removed, the property will no longer be eligible to place temporary housing on the property for a period of 5 years, and the owner shall be subject to a fine of \$1,000 per day. Liens may also be imposed on the property by the City as a means of compliance.



**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: \_\_\_\_\_