



**BUILDING AND SAFETY DIVISION**

1685 MAIN STREET  
SANTA MONICA, CA 90401  
(310) 458-8355

# PROJECTDOX

PLANCHECK APPLICATION

Plan Check Expires One Year from Date of Application.

Property Address:		Assessor's Parcel No.:	
Project/Tenant Name:		Unit No:	Floor No:
Applicant	Name:	Phone No.:	
	Address:	City:	Zip Code:
	Email Address:		
Property Owner	Name:	Phone No.:	
	Address:	City:	Zip Code:
	Email Address:		
Architect	Name:	Phone No.:	
	Address:	City:	Zip Code:
	Email Address:		
	City Business License No. (if applicable):	State of California License No.:	
Contractor	Name:	Phone No.:	
	Address:	City:	Zip Code:
	Email Address:		
	Contractor's City Business License No.	State of California License No.:	Classification:
Type:  Engineer	Name:	Phone No.:	
	Address:	City:	Zip Code:
	Email Address:		
	City Business License No. (if applicable):	State of California License No.:	
Type:  Engineer	Name:	Phone No.:	
	Address:	City:	Zip Code:
	Email Address:		
	City Business License No. (if applicable):	State of California License No.:	

Proposed Project Description:

Occupancy Type:	
Construction Type:	
Fire Protection (Sprinklers):	
Valuation:	
No. of Parking Spaces:	

	Square Footage		
Residential Area:	New	Remodeled	Total
Basement			
1st Floor			
2nd Floor			
3rd Floor			
Other (specify)			

Commercial Area:	New	Remodeled	Total
Basement			
1st Floor			
2nd Floor			
3rd Floor			
Other (specify)			

Parking Area:	New	Remodeled	Total
Parking Level P-1			
Parking Level P-2			
Other (specify)			

Other (specify):	New	Remodeled	Total



# Building & Safety Division

## Plan Check Submittal Questionnaire

08/06/2012

**This Plan Check Submittal Questionnaire must be filled out in its entirety by applicant and submitted with the Plan Check application.**

Project Description: \_\_\_\_\_

Project Address: \_\_\_\_\_  
                                     Number                                    Street                                    Dir.                                    Unit No.                                    Zip Code

I understand that at any time during the plan check or construction process, if it is determined that due to incorrect responses provided here, additional review may be required which may cause delays in the plan check or construction process. Additional fees may be charged accordingly.

Applicant Name (Print): \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CITY PLANNING DIVISION**

*[Hours of Operation: M, W, TH: 9:00 AM-4:00 PM; T: 7:30 AM-4:00 PM; F: 8 AM-4:00 PM]*

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

#### **For Interior Remodeling Of Existing Residential Buildings:**

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	5. Does the scope of work include addition of a new bedroom to the unit?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	6. Does the scope of work include addition of a new kitchen to the unit?

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

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	7. Does the scope of work involve a change of use?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	8. Does the scope of work involve a restaurant, food-serving, or alcohol-serving establishment?

**If you answered "Yes" to any of the above questions plans will have to be submitted to the Planning Division for Plan Check review.**

## **PUBLIC WORKS (PW)**

***[Hours of Operation: M-TH: 7:30 AM-5:30 PM; F: 8:00 AM-5:00 PM]***

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	1. Does the project include any grading, paving or site drainage work?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	2. Does the project involve a new building; replacing an existing building or adding any square footage to an existing building?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	3. Does the project include any interior remodel to an existing building?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	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)?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	5. Are the proposed improvements valued at more than 50% of the building replacement cost? (A detailed cost estimate is required)
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	6. Is the proposed project valued at \$50,000 or greater, or the work area 1,000 square feet or greater?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	7. Does the project include adding a swimming pool or spa to the site?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	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?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	9. Does the project add 2,500 square feet or more of impervious area or increase the impervious area by 50% or more?

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

## **RESOURCE RECOVERY & RECYCLING (RRR): 2500 Michigan Avenue, Santa Monica, CA 90404**

***[Hours of Operation: M-F: 8:00 AM-2:00 PM, (appointments recommended)]***

**Contact: Quinetta Taylor (310) 458-2223**

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	1. Is the proposed project a demolition project, or a project valued at \$50,000 or greater, or a project with the work area 1,000 square feet or greater?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	2. A Waste Management Plan (WMP) is required for all demolition projects and all projects valued at \$50,000 or greater, or the work area is greater than 1,000 square feet. Is a Waste Management Plan completed for this project?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	3. A Refuse and Recycling enclosure room or outdoor enclosure is required for all non-residential building projects and mixed – use development projects. Is a refuse and recycling room or outdoor enclosure included in the scope of work?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	4. A Refuse and Recycling enclosure room or outdoor enclosure is required for all multi-family residential and large residential projects. Is a refuse and recycling room or outdoor enclosure included in the scope of work?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	5. A Refuse and Recycling designated storage area is required for all single family residences. Is a refuse and recycling designated storage area included in the scope of work?

**If you answered “Yes” to Question # 1, a Waste Management Plan (WMP) is required.**

**If you answered “No” to Question # 2, applicant will need to contact RRR for WMP application and approval.**

**If you answered “Yes” to Questions 3, 4, and/or 5, plans will have to be submitted to RRR.**

**Waste Management Plan Instructions and Application available at [www.smgov.net/r3](http://www.smgov.net/r3)**

## **PUBLIC LANDSCAPE DIVISION**

<b>For projects involving interior remodeling of existing buildings (no new square footage added):</b>		
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	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?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	2. Does the work involve storage of materials or equipment on an existing driveway or public way within 10' of an existing street tree?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	3. Will construction access to the project be anywhere other than an alley or existing driveway?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	4. Will the street right-of-way be used for construction staging?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	5. Is a street use permit required or being requested for this project for construction staging?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	6. Will there be equipment stored under the canopy of a street tree?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	8. Does the scope of work involve a restaurant or food or alcohol serving establishment?

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

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	7. Are there any existing street trees adjacent to the project site?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	8. Does the project propose new street trees or are they required as part of your Conditions of Approval?

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

## **FIRE DEPARTMENT**

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

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	1. Does the scope of work involve the construction of a new building or addition, alteration or change of occupancy of 2,500 sq. ft. or more 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?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	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)?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	3. Does this project involve the installation of either a conventional or electrostatic spraying operations?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	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?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	5. Does this project involve the use, dispensing, mixing or storage of flammable or combustible liquids or gases, hazardous materials, etc.?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	6. Does this project involve the installation of gates that restrict access to the structure?

**If you answered "Yes" to any of the above questions plans will have to be submitted to the Fire Department. If you answered "Yes" to Question # 1, Solid Waste Management Plan is required.**

## **STRATEGIC AND TRANSPORTATION PLANNING (STP)**

*[Hours of Operation: M, W, TH, and F: 1:00-3:00 PM; T: 7:30-9:30 AM]*

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	1. Did the project require a yes checked in boxes 1, 3 – 7, of City Planning Division?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	2. Does the project affect, encroach, add or alter any parking or loading zones?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	3. Does the project add, change or delete any vehicular access points?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	4. Is any work being done in or adjacent to parking areas?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	5. Does the scope of work increase the number of bedrooms in a dwelling unit?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	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 Strategic and Transportation Planning staff member for clarification)
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	7. Does the project involve installation of any fence, wall, hedge or tree within 5 feet of any property line?

**If you answered “Yes” to any of the above questions plans will have to be submitted to the Strategic and Transportation Planning Division.**

## **RENT CONTROL**

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	1. Does the project involve a controlled rental dwelling unit?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	2. Does the project affect the habitability of any existing rental dwelling units (such as re-piping, renovation of kitchens and bathrooms, etc?)

**If you answered “Yes” to Question # 1, a copy of the application (no plans) will be routed to the Rent Control Department for their review and approval.**

**If you answered “Yes” to Questions #2, a Means & Methods Form must be filed with your application.**

## **OFFICE OF SUSTAINABILITY AND THE ENVIRONMENT (OSE)**

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	1. A landscape plan set is required for new construction projects or major/substantial remodel projects on multi-family unit and commercial projects. Does your project meet these requirements?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	2. A landscape plan set is required for new construction projects or major/substantial remodel projects on single family projects if a new landscape or a new irrigation system is being installed. Does your project meet these requirements?
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	3. Does your project include registered local, state or federal historical site or plant collections such as botanical gardens and arboretums open to the public?

**If you answered “Yes” to question #1 and “No” to question #3 then plans will have to be submitted to the OSE. If you answered “Yes” to question #2 and “No” to question #3 then plans will have to be submitted to the OSE. If you answered “No” to question #2 and are a single family project, then plans do not have to be submitted to OSE but a note containing specific language, found on the website linked below, must be placed on the site plan. If you answered “Yes” to question #3 plans do not have to be submitted to OSE.**

**Fill out the Water-Efficient Landscape and Irrigation Plan Submittal checklist and find more information about the OSE Plan Submittal Requirements [here](#).**