

<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Transformers rated 112.5 KVA or more?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Equipment greater than 600 volts?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Lighting installations more than 1,000 square feet in area?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Solar photovoltaic systems greater than 10kW?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Wind power generating systems?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. Electrical systems in hazardous locations (e.g. automobile uses, semiconductor factory, etc.)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	9. Emergency power systems, legally required standby systems, or critical operations power systems (e.g. generators, storage battery, UPS, etc.)?

If you answered "Yes" to any of the above questions, your project will be routed for electrical Plan Review.

Plumbing Review

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A habitable basement or subterranean area with plumbing?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Potable water piping 2-inches or larger?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Combination waste and vent systems?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Sanitary drainage system greater than 216 fixture units?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Interceptors, grease traps, clarifiers, or sewage ejectors?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Reclaimed, geothermal, gray water, or other alternate plumbing systems?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Fuel gas systems greater than 500,000 BTU/hr design load, serving more than 10 outlets?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. Medium pressure gas systems?

If you answered "Yes" to any of the above questions, your project will be routed for plumbing Plan Review.

CITY PLANNING DIVISION (Planning)

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A Structure of Merit, City Landmark, or a structure within a Historic District?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Either 1) the construction of a new building, or 2) an addition to an existing building?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Any alterations to the exterior of a building other than a single-family dwelling (including change of windows & re-roof)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Installation of a new pool or spa?

For Interior Remodeling of Existing Residential Buildings only: N/A

<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. An increase in the number of bedrooms?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Addition of a new kitchen?

For Interior Remodeling of Existing Commercial Buildings (i.e. Tenant Improvements) only: N/A

<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. A change of use on the property?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. A restaurant, food-serving, or alcohol-serving establishment?

If you answered "Yes" to any of the above questions, your project will be routed to City Planning Division for Plan Review.

PUBLIC WORKS DEPARTMENT (PW)

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. Any grading, paving or site drainage work?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. The construction of a new building or removal of more than 50% of the exterior wall elements ? If 'Yes,' submittal of the Landscape and Irrigation Plan Submittal Verification Sheets and related Landscape Water Demand Calculators (both available at www.smgov.net/Departments/OSE/Landscape_Requirements.aspx .) must be filed with your application.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. A change of use on the property?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Construction of a new, modified, or enlarged swimming pool or spa?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Increase in the number of restaurant seats in an existing restaurant?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. An increase in the number of bedrooms?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Addition or replacement of 5,000 square feet or more of impervious area, not including pools, fountains, walkways, and narrow strips of concrete that drain to adjacent permeable areas?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. 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"/> Yes	<input type="checkbox"/> No	9. Discharge of industrial waste such a restaurant, hotel, bakery, catering company, manufacturing facility, auto shop, food market, dry cleaner, photo finisher, medical care facility, beauty salon, or any elevator pit or holding tank?

If you answered "Yes" to any of the above questions, submittal of the PW Plan Check Checklist must be filed with your application and your project will be routed to PW for Plan Review. The PW Plan Check Checklists are available at the "Plan Check Guidelines" section of the PW website at www.smgov.net/engineering.

RESOURCE RECOVERY & RECYCLING DIVISION (RRR)

2500 Michigan Avenue, Santa Monica, CA 90404

Hours of Operation: Mon-Fri: 8:30 AM-2:30 PM, (appointments recommended)

Construction & Demo Waste contact: Paul Pina 310-458-8739

Recycling and Refuse Enclosure contact: Nikkia Tate 310.458.8507

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. The construction of a new building, or a change of use within an existing building? If 'Yes,' a refuse and recycling room or outdoor enclosure is required.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A project valuation exceeding \$238,000? If 'Yes,' a refuse and recycling room or outdoor enclosure is required.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. A project valuation of \$50,000 or greater; or a scope of work of 1,000 square feet or greater? If 'Yes,' a Waste Management Plan is required along with your plan review submittal.

If you answered "Yes" to any of the above questions, submittal of the Construction and Demolition Waste Management Plan (WMP) must be filed with your application and your project will be routed to RRR for Plan Review. The WMP is available at the "Contractor Resources" section of the RRR website at www.smgov.net/recycling.

WATER RESOURCES PROTECTION PROGRAM

1212 5th Street, 3rd floor, Santa Monica, CA 90401

Hours of Operation: Mon-Thurs. & alternate Fri: 8:00 AM-5:00 PM

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A subterranean garage?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A restaurant, beverage establishment, or a commercial kitchen?

If you answered "Yes" to any of the above questions, your project will be routed to Water Resources for Plan Review.

PUBLIC LANDSCAPE DIVISION

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A new driveway, new sidewalk, or installation of any new utilities in the public right-of-way within 10' of an existing street tree?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Work activity, equipment, or materials stored within 10' of an existing street tree or under the canopy of an existing street tree?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Construction access to the project anywhere other than an alley or existing driveway?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Any trees protected by LA county ordinances on or adjacent to the property that are not shown on the submitted plans? (These protected trees need to be indicated.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Newly proposed street trees, or new street trees required as part of any Conditions of Approval associated with the project?

If you answered "Yes" to any of the above questions, your project will be routed Public Landscape Division for Plan Review.

FIRE DEPARTMENT

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. 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"/> Yes	<input type="checkbox"/> No	2. The construction of a new 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"/> Yes	<input type="checkbox"/> No	3. Installation of either a conventional or electrostatic spraying operations?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Installation of aboveground or underground storage of liquid petroleum products, liquefied petroleum gases, compressed natural gas or other hazardous materials?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Use, dispensing, mixing or storage of flammable or combustible liquids or gases, hazardous materials, etc.?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Installation of gates that restrict access to the structure?

If you answered "Yes" to any of the above questions, your project will be routed to the Fire Department for Plan Review.

MOBILITY DIVISION

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A yes checked in boxes 2 – 7, of City Planning Division section?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A project valuation exceeding \$238,000?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Anything that adds, changes, encroaches or deletes any vehicular access points, parking, or loading zones?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Any work being done in or adjacent to parking areas?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Any increase the number of bedrooms in a dwelling unit?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. 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, your project will be routed to the Mobility Division for Plan Review.

RENT CONTROL

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A property that contains any rent-controlled dwelling units?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A property that is currently occupied by residential tenants (i.e. not owners)?

If you answered “Yes” to any of the above questions, your project will be routed to Rent Control for Plan Review.

NEIGHBORHOOD PRESERVATION COORDINATOR

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A property occupied by any residential tenants (i.e. not owners)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A project with potential of affecting the habitability of any existing rental dwelling units (such as re-piping, renovation of kitchens and bathrooms, etc.)?

If you answered “Yes” to any of the above questions, a Means & Methods Form must be filed with your application, and your project will be routed to the Neighborhood Preservation Coordinator for Plan Review.

OFFICE OF SUSTAINABILITY AND THE ENVIRONMENT (OSE) – WATER NEUTRALITY

Contact: Tom Fleming 310-458-8972 x5 or savewater@smgov.net

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. Construction of a new building, or removal or replacement of at least 50% of exterior walls of an existing building?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A net increase in the number of plumbing fixtures on the property?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. A new, enlarged, or relocated irrigation system?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. A new, enlarged, or relocated pool, spa, water feature or pond?

If you answered “Yes” to any questions above, then submittal of a Water Neutrality Calculator must be filed with your application and your project will be routed to OSE for Plan Review. Calculators are available at www.smgov.net/waterneutrality.