



# SINGLE TRADE PERMIT APPLICATION

request to authorize construction activity that involves the use of a single trade.

JOB ADDRESS \_\_\_\_\_

Permit No. (completed by staff) \_\_\_\_\_

<b>Applicant (primary contact)</b>	Name		Phone		
	Address		Unit	City	
	State	Zip	Email		
<b>Property Owner</b>	Name		Phone		
	Address		Unit	City	
	State	Zip	Email		
<b>Contractor</b>	Contact Name		Company Name		Phone
	Address		City	State	Zip
	Email		City Business License No.	CA Contractor's License No.	Classification

### PROJECT INFORMATION

<b>Project Data</b>	Project valuation:	Property type:	Res. <input type="checkbox"/>	Comm. <input type="checkbox"/>	Mixed-Use <input type="checkbox"/>	If residential:	SFR <input type="checkbox"/>	Apt. <input type="checkbox"/>	Condo <input type="checkbox"/>
	Is property occupied by residential tenants? <i>If 'Yes,' a Means &amp; Methods Plan is required with application submittal.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does proposed work affect the common area or exterior of a condominium building? <i>If 'Yes,' authorization from HOA is required.</i>			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Does proposed work include exterior modifications, improvements, or additions to a multi-unit, mixed-use, commercial, or industrial development?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If 'Yes,' design review approval is required. (See attached City Planning ARB Single Trade Permit Application. Include all required materials, or evidence of prior ARB approval, with this submittal.)</i>					

<b>Trade Type</b>	<input type="checkbox"/> Framing	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Doors / Windows	<input type="checkbox"/> HVAC	<input type="checkbox"/> Pool / Spa Repair or Removal	<input type="checkbox"/> Patio Cover
	<input type="checkbox"/> Sign	<input type="checkbox"/> Electrical	<input type="checkbox"/> Fences / Walls	<input type="checkbox"/> Solar	<input type="checkbox"/> Seismic - Cripple Wall Bracing / Foundation Bolting	<input type="checkbox"/> Temp. Structure
	<input type="checkbox"/> Drywall	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Roofing	<input type="checkbox"/> Elevator	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Other _____

<b>Project Description</b>	Provide a comprehensive description of proposed work that clearly details scope of project including:
	<ul style="list-style-type: none"> <li>Type of work proposed</li> <li>Where work is proposed on a structure</li> <li>Where work is proposed on the property</li> <li>Number, type, and location of fixtures and/or equipment to be installed</li> </ul>

I certify that I have read and fully understand the detailed requirements of this application, and state under penalty of perjury, under the laws of the State of California, that the above information and associated project plans is true and correct. I agree to comply with all City, county, and state laws and ordinances related to building construction and hereby authorize representatives of the City and county to enter upon the above-mentioned property for inspection purposes. I realize that this application is a permit request and it does not authorize the work specified herein. Further, neither the City nor any board, department officer or employee thereof make any warranty nor shall be responsible for the performance, or results of any work described herein.

ROLE OF THE UNDERSIGNED IS (CHECK ONE):  OWNER  CONTRACTOR  OTHER \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### STAFF USE ONLY

Permit Specialist	Date	Fee Amount				
<b>Building &amp; Safety</b>	<b>City Planning</b>	<b>Mobility</b>	<b>Civil Eng (PW)</b>	<b>Solid Waste (C&amp;D)</b>	<b>Fire</b>	<b>Rent Control</b>
Landmark Fee Exempt? Y / N						



CITY OF SANTA MONICA – CITY PLANNING DIVISION  
ARB ADMINISTRATIVE APPROVAL APPLICATION

SINGLE TRADE PERMITS

If you have any questions about completing this application,  
please contact City Planning at (310) 458-8341 or [planning@smgov.net](mailto:planning@smgov.net)

GENERAL INFORMATION

PROJECT ADDRESS \_\_\_\_\_

DETAILED PROJECT DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT *(Note: All correspondences will be sent to the contact person if different)*

Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

CONTACT PERSON *(If different from Applicant)*

Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relation to Applicant: \_\_\_\_\_

PROPERTY OWNER *(Not tenant or business owner)*

Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I hereby certify that I am the owner of the subject property and that I have reviewed the subject application and authorize the applicant or applicant's representative (contact person) to make decisions that may affect my property as it pertains to this application.*

\_\_\_\_\_  
Property Owner's Name (PRINT)

\_\_\_\_\_  
Property Owner's Signature / Date

**THIS SECTION IS TO BE COMPLETED BY CITY PLANNING STAFF**

Authorized by Resolution No. \_\_\_\_\_ ARB No.: \_\_\_\_\_

Is the Project Site Listed on the HRI?  Yes  No Date Approved: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Approved By: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS – SINGLE TRADE PERMITS**

Pursuant to SMMC Section 9.55.170, design review is required for all exterior modifications, improvements, and additions to multi-unit, mixed-use, commercial, industrial, and some single-unit developments. However, if the subject property is a Landmark or located within a Historic District, a different review process is required. If the subject property is historically designated, please contact City Planning Landmark staff.

All required submittal materials must be submitted as a single PDF.

**COMPLETED AND SIGNED APPLICATION FORM**

**REQUIRED SUBMITTAL MATERIALS PURSUANT TO PROPOSED SCOPE OF WORK:**

❖ **Window and Door Replacements**

- Site plan identifying location of proposed improvements (aerial image is acceptable).
- Colored photographs of existing windows/doors to be replaced and entire building elevations.
- Manufacturers catalogue, cut sheets, or brochures identifying proposed windows/doors. Information regarding style/window operation, materials, colors, glazing, sizes, finishes, and installation methods (e.g. nail-on, block frame, or retrofit) must be provided.

❖ **Roof Replacements** *(Design review is not required for flat roofs.)*

- Aerial image of the property in color.
- Colored photographs of existing elevations.
- Manufacturers catalogue, cut sheets, or brochures identifying proposed roofing material and color.

❖ **Mechanical Equipment and Screening** *(Design review may not be required if existing screening is already provided. See below.)*

- Site plan identifying the location of the proposed mechanical equipment that includes the following information: parcel dimensions, location of existing buildings, distance of proposed equipment from parcel lines, labeled public rights-of-way, parking layout, trash enclosures, perimeter fences/walls, landscaping, and other information as appropriate.
- Manufacturers catalogue, cut sheets, or brochures providing information regarding the proposed equipment. Information regarding equipment dimensions must be provided.
- Plans and elevations of proposed screening method, including information regarding materials, colors, and dimensions of the screen and mechanical equipment. Pursuant to SMMC Section 9.21.140, all exterior mechanical/electrical equipment shall be screened on all vertical sides at least to the height of the equipment and incorporated into the design of buildings to the maximum extent feasible. Screening materials may include landscaping or materials that shall be consistent with the exterior colors and materials of the building.
- If existing screening is already provided (including parapet walls), please provide plans and/or photographic evidence that include height dimensions in your building permit submittal to illustrate adequate screening is in place pursuant to the above requirement.

❖ **Façade and Site Work** *(Exterior surfaces/finishes, trellises/pergolas, walls/fences, railings, landscaping, etc. Does not include signage.)*

- Site plan identifying location of proposed improvements (aerial image may be acceptable). For new structures, additional information such as parcel dimensions, location of existing buildings, and distances of the proposed subject structure from parcel lines are required.
- Renderings, plans, elevations, and/or colored photographs of existing conditions within the area of the proposed scope of work. All existing materials, colors, and etc. must be labeled.
- Renderings, plans, elevations, and/or manufacturers cut sheets/brochures of the proposed scope of work. Information such as materials, colors, dimensions, and other information as appropriate must be provided.