This building permit application packet may be used for temporary uses that meet all of the following requirements:

- Within a private commercial space Downtown (Wilshire Blvd to north, Colorado Ave to south, Ocean Ave to west, Lincoln Blvd. to east)
- Proposed use is "Permitted" per the land use regulations of the Zoning Ordinance and operates with approved business license
- Use will be open to the public for a period of 60 days or less
- No improvements or alterations to the exterior of the building are proposed (excluding signage under a separate building permit)
- Scope of site improvements that require a building permit qualify for Same-Day or Minor Plan Review (see attached)

**TEMPORARY USE (POP-UP) SUBMITTAL REQUIREMENTS**

- **Application**: Completed application packet. An application that is incomplete or inconsistent is subject to not being accepted by the City.
- **Use of Public Property Permit (UOPP)**: Issuance of a UOPP from Public Works Dept. is required if any portion of the right-of-way, including sidewalks and alleys, is needed for construction or operational activities. (UOPP submittal and approval by Public Works is separate from building permit process)
- **Payment of Fees**: Payment of all fees associated with proposed use, including building permit, UOPP, TTCP, and any other required City fees.
- **Temporary Traffic Control Plan (TTCP)**: TTCP approval from Traffic Management (TM) for proposed work in the public right-of-way (e.g. sidewalks, alleys, curbside parking). The TTCP shall detail proposed use of right-of-way, dates, times, and proposed closures. (TTCP submittal and approval by TM is separate from building permit process)
- **Project Plans**: Two physical copies, or one digital copy, of plans that comprehensively detail the site and floor plan layout, operations, construction areas, and use of right-of-way.
- **Project Narrative**: Project description detailing all facets of construction and operations from build-out to tear down, including dates, times, methods of delivery/loading of materials/goods, number of employees, operations, and use of right-of-way.

**STAFF USE ONLY**

<table>
<thead>
<tr>
<th>Permit Specialist</th>
<th>Building Permit No.</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building &amp; Safety</strong></td>
<td><strong>City Planning</strong></td>
<td><strong>Mobility</strong></td>
</tr>
<tr>
<td>Landmark Fee Exempt?</td>
<td>Date</td>
<td>Building Permit No.</td>
</tr>
<tr>
<td>1685 MAIN St</td>
<td>SANTA MONICA CA  90403</td>
<td>310.458.8355</td>
</tr>
</tbody>
</table>
Application for Review of Temporary Traffic Control Plans

- Submit completed form, at least 2 sets of the plan, and fees in person to counter staff. NO DROP-OFFS.
- Include a photocopy of this form with all subsequent review submittals. Include most recent marked up "redline" plan with submitta.
- Received TTCP's are placed in queue with other requests for service.
- Maximum review time is 60 business days each for first two reviews, maximum 90 business days for third/subsequent reviews.
- For more information, please go to www.smgov.net/ttcp

Location and Related Permits (MUST BE COMPLETED):

Job Address: ____________________________ Number of Pages: ______
(Number + Street Name)

Temporary Traffic Control Location: ________________________________________

Excavation Permit #: __________________ Public Works Permit/WAN #: __________________ Building Permit #: __________________
(If applicable) (If applicable) (If applicable)

Applicant (MUST BE COMPLETED):

Preferred notification method when review is complete (Check ONE ONLY)  □ Phone  □ Email
Name: ________________________________________________________________
Company Name: ____________________________
Address: ______________________________________________________________
City, State, ZIP: ____________________________
Phone: _______________________________________________________________
Email: ________________________________________________________________

Urgency Action Plan (UAP) Review (Discretionary - granted only for work to address urgent health and safety concerns)

• UAP review of maximum (10) business days is available when necessary to accomplish goals concerning the urgent fulfillment of health and safety concerns within the public right-of-way.

• Requires obtaining approval from Traffic Management (traffic.engineering@smgov.net or 310-458-8291) prior to submittal of temporary traffic control plans. Approval for Urgency Action Plan Review will not be given at the same time as the counter submittal.

City of Santa Monica Use Only

□ UAP review is granted for urgent fulfillment of health and safety concerns □ UAP not requested – Traffic Management signature not required
Traffic Management Signature: _____________________________________________
Date: ____________

Person Submitting TTCP at the Counter (MUST BE COMPLETED, SIGNED and SUBMITTED in PERSON at City Hall, Permit Center)
Name: ________________________________________________________________
Signature: _____________________________________________________________

Application revised Jun 2019

<table>
<thead>
<tr>
<th>Staff</th>
<th>Review #</th>
<th># Pages</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial: ________</td>
<td>1</td>
<td>-</td>
<td>Amt/Page $312.43 $</td>
</tr>
<tr>
<td>Date: ________</td>
<td>2</td>
<td>-</td>
<td>Amt/Page $0.00 $</td>
</tr>
<tr>
<td>Fees Waived by (if applicable) ________</td>
<td>3+</td>
<td>-</td>
<td>Amt/Page $337.66 $</td>
</tr>
<tr>
<td>Permit # ________ UAP -</td>
<td>UAP</td>
<td>-</td>
<td>Amt/2 Pages $413.55 $</td>
</tr>
</tbody>
</table>

Total $
Use of Public Property Permit

A Use of Public Property Permit is required when any person deposits or maintains in or upon any public street, parkway, sidewalk, alley, or other public land, any:

1. Moving container,
2. Temporary fencing,
3. Protective canopy,
4. Building material,
5. Debris and debris receptacle (dumpster), or
6. Equipment in connection with any building or other work upon adjacent private property.

Temporary No Parking signs will be issued as necessary to facilitate the permitted use of public property.

Note: A Use of Public Property Permit is not required when use of public property is necessitated by another permit issued by the Public Works Department. These permits include Sewer, Excavation, Offsite Improvement, and Film Permits. These permits inherently authorize necessary use of public property in connection with the work authorized under the permit.

Validity

A Use of Public Property Permit can be issued for a duration of 1 to 180 days. Upon approval by the Public Works Department, the Permit may be renewed an unlimited number of times for durations ranging from 1 to 180 days.

Exceptions for Moving Containers: A Use of Public Property Permit for a moving container can be issued for a maximum of 14 days. Renewals are evaluated on a case-by-case basis at the discretion of the Public Works Department.

How to Apply

Use of Public Property Permit applications are accepted over the counter at the Public Works Counter during regular operating hours. No appointment is necessary. The following information is required to submit an application:

Required Information

- Applicant Information: name, address, phone number, email, and company name (if applicable)
- Site address
- Description of requested use of the public right-of-way and associated dimensions. For example:
  - Construction vehicles (each vehicle is assumed to be 20' x 8'). If requesting a parking meter, provide the parking meter number (printed on the street-facing side of the meter).
  - Dumpster (assumed to be 20' x 8' unless told otherwise by the applicant).
  - Moving container (assumed to be 20' x 8' unless told otherwise by the applicant).
  - For situations not listed above, have the dimensions of the requested use of public property. A site plan may be helpful.
- Desired start and end date for permit
- Proof of insurance is required for the activities listed below. Click here for the City's insurance requirements. Click here for a sample certificate of insurance.
  - Cranes
  - Tree Trimming
  - Pedestrian Canopies
  - Scaffolding
  - Barricades

How to Renew

Use of Public Property Permits may be renewed over the counter at the Public Works Counter during regular operating hours. No appointment is necessary. You may also renew a permit by emailing owpermits@smgov.net. Please include the renewal date in your request. Fees will be assessed based on the length of renewal.

Fees

The fees below are effective for the fiscal year beginning July 1, 2019 through June 30, 2020. Permits issued after June 30, 2020 will be subject to the fees set for the subsequent fiscal year.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Base Fee for a New Permit</td>
<td></td>
</tr>
<tr>
<td>Crane</td>
<td>$246.51/day</td>
</tr>
<tr>
<td>Moving Container</td>
<td>$51.76 (flat rate)</td>
</tr>
<tr>
<td>All Other Activities</td>
<td>$120.14 (flat rate)</td>
</tr>
<tr>
<td>2. Square Footage Area Charge - Does not apply for cranes, which are charged the crane daily rate (see above)</td>
<td></td>
</tr>
<tr>
<td>Residential</td>
<td>$9.01/sq ft/day</td>
</tr>
<tr>
<td>Commercial</td>
<td>$0.025/sq ft/day</td>
</tr>
<tr>
<td>3. Temporary No Parking Signs - If required to reserve parking space(s)</td>
<td>$1.04/Sign</td>
</tr>
<tr>
<td>4. Meter Parking Space Revenue - If Temporary No Parking is authorized in a meter zone</td>
<td>Based on Posted Rates</td>
</tr>
<tr>
<td>5. Base Fee for Permit Renewals</td>
<td></td>
</tr>
<tr>
<td>Crane</td>
<td>$246.51/day</td>
</tr>
</tbody>
</table>

https://www.smgov.net/Departments/PublicWorks/ContentCivEng.aspx?id=10805
<table>
<thead>
<tr>
<th></th>
<th>Same-Day Plan Review (Subject to M/E/P Thresholds)</th>
<th>Minor Plan Review (Subject to M/E/P Thresholds)</th>
<th>Medium Plan Review</th>
<th>Major Plan Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Review</td>
<td>Same-Day</td>
<td>5 Days</td>
<td>3 weeks</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Resubmittal Review</td>
<td>Same-Day</td>
<td>2 Days</td>
<td>2 weeks</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>
| **Applicable to Entire Structure** | - Non-structural nonresidential interior demolition not intended for occupancy;  
- Re-roof involving removal and replacement of tiles/shingles only;  
- Window/door replacement;  
- Façade remodel/repair;  
- Fence/wall more than six feet in height;  
- Wall sign;  
- Mechanical/Electrical/Plumbing;  
- New HVAC/mechanical equipment;  
- Sandblasting (not for tenant-occupied buildings). | - Retail/office Ti of less than 2,500SF and no change of use;  
- Re-roof involving removal of sheathing, truss, or structural members;  
- Patio cover at-grade;  
- EVSE installation;  
- All other projects that do not qualify for Same-Day Review; | - Monument signs;  
- Ti for change of use up to 5,000SF;  
- Restaurant Ti up to 2,500SF;  
- Office Ti of 2,500SF – 10,000SF;  
- Retail Ti of 2,500-5,000SF;  
- Addition of less than 500SF;  
- PV installation;  
- Energy systems storage;  
- Storage racks;  
- All other projects that do not qualify for Minor Plan Review or exceed M/E/P thresholds. | - New nonresidential or mixed-use structure;  
- Restaurant Ti of more than 2,500SF;  
- Office Ti of more than 10,000SF;  
- Retail Ti of more than 5,000SF;  
- Ti for change of use for more than 5,000SF;  
- Addition of 500SF or more;  
- All other projects that do not qualify for Medium Plan Review. |
| **Nonresidential and Mixed-Use (Except high-rise structures of 55ft. and taller)** | | | |
| **Owner-occupied residential portion only** | - Non-structural residential interior remodel that does not increase bedroom count;  
- Mechanical/Electrical/Plumbing. | | |
| **Residential tenant-occupied portion only** | - Non-structural interior remodel of one unit that does not increase bedroom count or does not affect Fire-Life safety systems;  
- Minor Mechanical / Electrical / Plumbing where service is restored same-day; | | |

*Applicability of thresholds assumes all land use and design approvals have been obtained, and is at discretion of counter staff based on availability and unique characteristics of the project.*

Rev. 11/18
Notes:

1. Vehicle-mounted cranes with a footprint, including outriggers used while the crane is in operation, completely confined within the parking lane, are exempt from the Crane daily rate and subject only to the Base Rate plus the Square Footage Area Charge.

Examples

Moving Container

Scenario: Jane and Joe Smith are moving out of their residence and want to place a 20 ft long moving container in the parking lane in the street in front of their home for 5 days.

Discussion: Parking lanes in Santa Monica are 8 ft wide, so a 20 ft long moving container in the parking lane occupies 160 sq ft of public property. Two Temporary No Parking Signs are required to reserve the space for the moving container. A fee breakdown is provided in the table below:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee for a New Permit, Moving Container</td>
<td>$51.76</td>
<td>--</td>
<td>$51.76</td>
</tr>
<tr>
<td>Square Footage, Residential</td>
<td>$0.0157/sq ft/day</td>
<td>(160 sq ft)/5 days</td>
<td>$12.56</td>
</tr>
<tr>
<td>Temporary No Parking Signs</td>
<td>$1.04/sign</td>
<td>2 signs</td>
<td>$2.08</td>
</tr>
</tbody>
</table>

Total Permit Cost: $66.40

Dumpster

Scenario: XYZ Contractors would like to put a 30 ft long dumpster in the parking lane in front of a commercial construction site. The dumpster will be there for 30 days.

Discussion: Parking lanes in Santa Monica are 8 ft wide, so a 30 ft dumpster in the parking lane occupies 240 sq ft. Three Temporary No Parking signs are required to reserve the space for the dumpster. A fee breakdown is provided in the table below:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee for a New Permit, General</td>
<td>$120.14</td>
<td>--</td>
<td>$120.14</td>
</tr>
<tr>
<td>Square Footage, Commercial</td>
<td>$0.0255/sq ft/day</td>
<td>(240 sq ft)/30 days</td>
<td>$181.60</td>
</tr>
<tr>
<td>Temporary No Parking Signs</td>
<td>$1.04/sign</td>
<td>2 signs</td>
<td>$2.08</td>
</tr>
</tbody>
</table>

Total Permit Cost: $305.82

Crane

Scenario: XYZ Crane Co would like to put up a crane in front of a construction project 2 days. They will need to reserve 50 feet of curb space for the crane.

Discussion: Cranes are charged a daily rate; no square footage fees apply. Three Temporary No Parking signs are required to reserve the space for the crane. A fee breakdown is provided in the table below:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee for a New Permit, Crane</td>
<td>$246.51/day</td>
<td>2 days</td>
<td>$493.02</td>
</tr>
<tr>
<td>Temporary No Parking Signs</td>
<td>$1.04/sign</td>
<td>2 signs</td>
<td>$3.12</td>
</tr>
</tbody>
</table>

Total Permit Cost: $496.14

Permit Renewal

Scenario: XYZ Contractors needs to renew its permit for a 30 ft long dumpster for an additional 30 days. The dumpster is serving a commercial project.

Discussion: Parking lanes in Santa Monica are 8 ft wide, so a 30 ft dumpster in the parking lane occupies 240 sq ft. Since this is an existing permit, a renewal fee applies along with the square footage daily rate for the renewal dates. The Temporary No Parking signs issued as part of the original permit can be reused for the renewal period. If the applicant wants new signs, s/he will need to pay for new signs.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee for Permit Renewals, General</td>
<td>$51.76</td>
<td>--</td>
<td>$51.76</td>
</tr>
<tr>
<td>Square Footage, Commercial</td>
<td>$0.0255/sq ft/day</td>
<td>(240 sq ft)/30 days</td>
<td>$183.60</td>
</tr>
</tbody>
</table>

Total Permit Cost: $235.36

Updated September 5, 2019