



PERMITTING TEMPORARY USES AND TEMPORARY STRUCTURES

Temporary uses, structures, and their associated construction activity require approvals from a number of City Departments. The following guide assists in identifying the City requirements and approvals that may be required prior to commencing a temporary use or any related construction activity.

Please note the processing times identified below are for the review of a complete submittal. Departments/Divisions should be contacted well in advance to inform your preparation of a timely submittal.

CITY PLANNING DIVISION	
<ul style="list-style-type: none"> The City Planning Division verifies that the proposed temporary use is allowed at the subject site. A Temporary Use Permit (TUP) may be required depending on the proposed use and its location. Architectural Review Board approval is required for any proposed changes to the exterior of a building that require a building permit. 	
Application:	<ul style="list-style-type: none"> Temporary Use Permit Application (aka Administrative Permit Application) Architectural Review Board Application (staff level approval) Architectural Review Board Application (Board approval)
Processing time:	<ul style="list-style-type: none"> TUP approval may take up to three weeks. Processing time for ARB approval is dependent on scope of work. Contact City Planning for more detail.
Contact City Planning at:	<p><u>In-person:</u> Public counter at Permit Services Center, 1685 Main Street, Room 111</p> <p><u>Phone:</u> 310.458.8341</p> <p><u>Email:</u> planning@smgov.net</p>

BUILDING AND SAFETY DIVISION	
<p>A building permit is required for the construction or installation of structures, fixtures, or building service equipment (both temporary and permanent), pursuant to SMMC Section 8.08.050, which include:</p>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Examples of work that requires a building permit:</u></p> <ul style="list-style-type: none"> Structures in excess of 120 square feet; Tents or membrane structures in excess of 400 square feet, except if open on all sides then in excess of 700 square feet; or aggregate of multiple 'side-by-side' tents without 12-foot clearance in excess of 700 square feet; Reviewing stands or bleachers; Decks, stages, platforms, or walkways 30 inches or more above grade. Freestanding walls, fences, or similar structures more than six feet in height; Electrical work requiring direct wiring into an existing or new service; Electrical equipment such as portable generators or motors, and temporary lighting; </div> <div style="width: 45%;"> <p><u>Examples of work exempt from a building permit:</u></p> <ul style="list-style-type: none"> Movable cases, counters and partitions not over 5'-09" high; Finish work (painting, papering, texture coating); Flooring on a concrete floor slab or when not weighing more than four pounds per square foot; Electrical wiring, devices, and appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy Low-energy power, control, and signal circuits of Class II and Class III, as defined in the Electrical Code; Generators of 4,000 watts or less with GFCI protection. </div> </div>	
Application:	<ul style="list-style-type: none"> Single Trade Permit Application - for construction involving only one trade specialty (e.g. electrical, mechanical, plumbing, framing). Combination Permit Application – for construction including multiple trade specialties.

Processing time:	Depends upon nature and scope of project; however, review and approval is likely to take up to five days.
Contact Building and Safety at:	<u>In-person</u> : Public counter at Permit Services Center, 1685 Main Street, Room 111 <u>Phone</u> : 310.458.8355 <u>Email</u> : buildingandsafety@smgov.net

PUBLIC WORKS DEPARTMENT

- A Use of Public Property permit is required for the use of an alley, sidewalk, or other public right-of-way associated with an exclusive use by an adjacent property for related construction activity.
- Project plans showing the proposed operations and layout of activity in the public right-of-way are required for review and approval.

Application:	Not applicable
Processing time:	Use of Public Property permit may be approved and issued at the public counter the same day if all necessary information is provided.
Contact Public Works at:	<u>In-person</u> : Public counter at Permit Services Center, 1685 Main Street, Room 113 <u>Phone</u> : 310.458.8737 <u>Email</u> : pwpermits@smgov.net

TRAFFIC ENGINEERING DIVISION

A Temporary Traffic Control Plan (TTCP) is required for a temporary use, or construction related activity, such as loading/unloading of construction materials, occurring within the public right-of-way anywhere in the Downtown area, or along certain streets outside the Downtown. Contact Traffic Engineering for more detail.

Application:	Temporary Traffic Control Plan Application
Processing time:	Review and approval of a TTCP may take up to 60 days.
Contact Traffic Engineering at:	<u>In-person</u> : Public counter at Permit Services Center, 1685 Main Street, Room 111 <u>Phone</u> : 310.458.8291 <u>Email</u> : traffic.engineering@smgov.net

FIRE DEPARTMENT

- Fire Department review and approval is required in association with building permit review.
- Project plans that include a site plan, floor plan, and general layout of operations is required.
- The location of any proposed generator and its specifications (i.e. size, wattage) shall be included on project plans.

Application:	Not applicable
Processing time:	Fire Department approval can be obtained within five working days.
Contact Fire Department at:	333 Olympic Drive Telephone: 310.458.8655

POLICE DEPARTMENT

Police Department review and approval is required for a temporary use that involves the following:

- Parade, procession, or assembly impacting free use of a public street, alley, or sidewalk;
- Activity involving 150 or more persons (75 or more if on the Promenade);

Application:	Not applicable
Processing time:	Police Department review and approval may take up to one week.

Contact Police Department at:	Sgt. Cody Green – cody.green@smgov.net Sgt. Lowell Watson – lowell.watson@smgov.net
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RESOURCE RECOVERY AND RECYCLING DIVISION

A Construction and Demolition Waste Management Plan shall be reviewed and approved by the City’s Resource Recovery and Recycling Division for any temporary use that requires a building permit for a project consisting of more than 1,000 square feet in area or with a project valuation of \$50,000 or more.

Application:	C&D Waste Management Plan
Processing time:	Resource Recovery and Recycling approval can be obtained within five working days.
Contact Resource Recovery & Recycling at:	<u>In-person:</u> Public counter at Permit Services Center, 1685 Main Street, Room 113 <u>Phone:</u> 310.458.8737 <u>Email:</u> pwpermits@smgov.net

BUSINESS LICENSE

- A business license is required for the operator of a temporary use and any associated vendors, including food and beverage carts.
- As part of the building permit process, the general contractor and all subcontractors performing construction work are required to obtain a business license prior to clearing a final inspection for the construction.

Application:	Business License Application
Processing time:	The processing time varies depending upon location and activity. Contact the Business License unit for details.
Contact Business License at:	<u>In-person:</u> Finance Department, Revenue Division, 1717 4 th Street #150 <u>Phone:</u> 310.458.8745 <u>Email:</u> business.license@smgov.net

NOTES

- Compliance with American Disabilities Act is required at all times, regardless of whether or not a building permit is required.
- Construction related activity, including the load-in and load-out of materials, is limited to the hours of Monday thru Friday 8:00 a.m. – 6:00 p.m., and Saturday 9:00 a.m. - 5:00 p.m. No construction is permitted on Sundays or holidays. Any work proposed outside of these hours requires the issuance of an After Hours Construction permit from the Building & Safety Division.
- Proposed use of any amplified sound or live music shall comply with the Noise Ordinance (SMMC Chapter 4.12).
- A proposed temporary use or event occurring on land owned, operated, or maintained by the City of Santa Monica, including the Santa Monica Pier, shall first submit a Community Event Permit (CEP) application to the Community and Cultural Services Department, in lieu of contacting individual Departments/Divisions identified above, per the following guidelines.

COMMUNITY AND CULTURAL SERVICES DEPARTMENT

A Community Event Permit (CEP) may be required from Community and Cultural Services for events occurring on land owned, operated, or maintained by the City of Santa Monica, including the Santa Monica Pier, for the following:

- Parade, procession, or assembly impacting free use of a public street, alley, or sidewalk;
- Activity involving 150 or more persons (75 or more if on the Promenade);
- Activity with a tent, canopy, or other temporary structure where a permit from Building and Safety or Fire Department is needed.

A CEP is not required for an activity that is otherwise provided for in a lease agreement or contract specifically authorized by City Council.

An event authorized by a CEP is exempt from the regulations of the Noise Ordinance governed by SMMC Chapter 4.12, including restrictions on construction hours.

Application:	Community Event Permit application
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<p>Processing time:</p>	<ul style="list-style-type: none"> • <u>Category 1 event</u> (e.g. recreation, spectator sports, food related events, athletic events) must be submitted at least 30 days in advance of event; • <u>Category 2 event</u> (events not within Category 1, but require a permit from Building & Safety or Fire) must be submitted at least three days in advance of event; • <u>Category 3 event</u> (events not within Category 1, which do not require a permit from Building & Safety or Fire) must be submitted at least two days in advance of event.
<p>Contact Community and Cultural Services at:</p>	<p><u>In-person:</u> Sara Reznick, 2600 Ocean Park Blvd. (Clover Park) <u>Phone:</u> 310.458.8300 <u>Email:</u> sara.reznick@smgov.net</p>