# Building Permit Worksheet

**Community Development Department**

1400 Highland Avenue, Manhattan Beach, CA 90266-4795

Telephone (310) 802-5500 FAX (310) 802-5501 TDD (310) 546-3501

Website: www.citymb.info

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**Project Address:**

- [ ] Residential
- [ ] Commercial

**Property Owner:**

Phone:

Email:

**Applicant:**

Phone:

Email:

**Contractor:**

Phone:

Email:

**CSLB License No:**

City License No:

**Project Description:**

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**Const. Type:**

**Occ. Group:**

**Occ. Load:**

**# of Units:**

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**Proposed Scope of Work**

<table>
<thead>
<tr>
<th>SF</th>
<th>City Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW/ADDITION</td>
<td>INITIAL PLAN CHECK</td>
</tr>
<tr>
<td></td>
<td>ADDT'L/HOURLY PLAN CHECK</td>
</tr>
<tr>
<td>BASEMENT</td>
<td>NEW UNIT TAX</td>
</tr>
<tr>
<td>ACCESSORY DWELLING UNIT (ADU)</td>
<td>IMAGING SM: LG:</td>
</tr>
<tr>
<td>REMODEL/ALTER/TI</td>
<td>CONSTRUCTION SIGN</td>
</tr>
<tr>
<td></td>
<td>SEISMIC FEE</td>
</tr>
<tr>
<td>GARAGE NEW/ADDITION</td>
<td>WMP</td>
</tr>
<tr>
<td></td>
<td>PERMIT SURCHARGE</td>
</tr>
<tr>
<td></td>
<td>GENERAL PLAN MAINTENANCE</td>
</tr>
<tr>
<td>GARAGE REMODEL</td>
<td>PERMIT FEE</td>
</tr>
<tr>
<td>BALCONY/DECK</td>
<td>BSA FEE</td>
</tr>
<tr>
<td>COVERED PATIO/TRELLIS</td>
<td>PUBLIC ART FEE (1% of Dev. Fee for new Comm. over 500K; 4 or more Res; or Comm/Res Remodel over 250K)</td>
</tr>
<tr>
<td>BLOCKWALL/FENCE</td>
<td>RE-INSPECTION FEE</td>
</tr>
<tr>
<td>RETAINING WALL</td>
<td>AFTER-THE-FACT FEE</td>
</tr>
<tr>
<td>EXTERIOR WORK (VALUATION)</td>
<td>LANDSCAPE PLAN CHECK</td>
</tr>
<tr>
<td>OTHER</td>
<td>OTHER</td>
</tr>
</tbody>
</table>

**Balance Due: Total Valuation**

**Total Fees**

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**Applicant Acknowledgement Statement**

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application. I understand that inspection and approval by the City Building Inspector is required. I also understand that the permit will expire if the building or work authorized is not commenced within 180 days from date of permit issuance or if work is suspended or abandoned any time after work is commenced for a period of 180 days.

Signature:  
Date:  

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*Updated 6/18/19*
PLANS: Plans must follow standard drafting conventions and be complete and are typically printed on 24”x36” sheets. Typical plan scale is 1/8” for site plan and plot plan and ¼” scale for floor plan, elevations, sections, etc.

RESIDENTIAL
- Three (3) sets of plans (2-complete and 1-architectural ok)
- Two (2) sets of structural calculations (if applicable)
- Two (2) sets of Title 24 energy calculations (if applicable)
- Two (2) sets of geotechnical reports (if applicable)
- Two (2) topographical lot surveys (1-full size and 1-11”x17”)
- One (1) 11’x17” site plan

COMMERCIAL
- Four (4) sets of plans (2-complete w/MEP’s and 2-architectural)
- Two (2) sets of structural calculations (if applicable)
- Two (2) sets of Title 24 energy calculations (if applicable)
- Two (2) sets of geotechnical reports (if applicable)
- Two (2) topographical lot surveys (1-full size and 1-11”x17”)
- One (1) 11’x17” site plan

PLAN REVIEW APPROVAL REQUIREMENTS:
- Building Division
- Planning Division
  - Special Planning Approvals (if applicable):
    - Coastal approval
    - Tree approval
    - Homeowner’s Association approval
- Fire Department (if applicable)
- Public Works Department (if applicable)
- Traffic Department
  - Construction Management Parking Plan (CMPP) (if applicable)

ADDITIONAL INFORMATION:
- AQMD NOTICE required for any demolition of exterior walls and/or interior bearing walls. **Proof of notice is required prior to permit issuance.**
- WASTE MANAGEMENT PLAN (WMP) required for demolition and projects valued over 100K.
- CONSTRUCTION MANAGEMENT PARKING PLAN (CMPP) for Districts 3 & 4 only.
- HEALTH DEPARTMENT APPROVAL required for applicable for commercial projects. **City copy of Health Department approved plan must be submitted prior to permit issuance.**
- SCHOOL DEVELOPER FEES required for any increase of assessable space.