



# 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

Bldg. Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

<b>CITY USE ONLY</b>	Project Address:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> COASTAL	Property Owner:	Phone:	
<input type="checkbox"/> ENCROACHMENT		Email:	
<input type="checkbox"/> CESSPOOL	Applicant:	Phone:	
<input type="checkbox"/> MINOR EXCEPTION		Email:	
<input type="checkbox"/> CMPP	Contractor:	Phone:	
<input type="checkbox"/> VARIANCE		Email:	
<input type="checkbox"/> TREE	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	SF	CITY USE ONLY	
NEW/ADDITION		INITIAL PLAN CHECK	4220
		ADDT'L/HOURLY PLAN CHECK	4221
BASEMENT		NEW UNIT TAX	4400
ACCESSORY DWELLING UNIT (ADU)		IMAGING SM: LG:	4017
REMODEL/ALTER/TI		CONSTRUCTION SIGN	4222
		SEISMIC FEE	4015
GARAGE NEW/ADDITION <input type="checkbox"/> ATTACHED <input type="checkbox"/> DETACHED <input type="checkbox"/> 2-CAR <input type="checkbox"/> 3-CAR <input type="checkbox"/> 4-CAR		WMP	5429
		PERMIT SURCHARGE	4150
		GENERAL PLAN MAINTENANCE	5785
GARAGE REMODEL		PERMIT FEE	4000
BALCONY/DECK		BSA FEE	5780
COVERED PATIO/TRELLIS		PUBLIC ART FEE (1% of Dev. Fee for new Comm. over 500K; 4 or more Res; or Comm/Res Remodel over 250K)	5910
BLOCKWALL/FENCE			
RETAINING WALL		RE-INSPECTION FEE	4511
EXTERIOR WORK (VALUATION)		AFTER-THE-FACT FEE	4000
		LANDSCAPE PLAN CHECK	
OTHER		OTHER	
		<b>BALANCE DUE</b>	
<b>TOTAL VALUATION</b>		<b>TOTAL FEES</b>	

**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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**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 1/4" 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.