



FROM THE PERMIT COUNTER

Permit Packet for Combination Permits

1. Copy of Permit/ Receipt
2. Permit Inspection card
3. Construction Hours Sign to be posted
4. Building Inspector Contact Information
5. Online inspection Request Handout
6. **We have Gone Green**
7. Earthquake Gas Shutoff Valves
8. How to Process a Revision
9. Inspection Request Brochure
10. Construction Related Fees/ Fines
11. Business License Release Form

Building & Safety
1685 Main St. Rm. 111
Santa Monica CA 90401

Phone: 310 458-8355

Business license
310 458-8745
City Planning
310 458-8341
Fire Inspection
310 458-8915
Office of Sustainability
310 458-8223
Public Works
310 458-8737
Public Landscape
310 458-8914
Resource Recovery & Recycling
310 458-2223
Water Inspection
310 458-8535

Website Information
www.smgov.net





City of Santa Monica
Building & Safety
Inspector Contact Information

Telephone Hours: **6:30AM to 7:30AM**
 Public Counter Hours: **7:30AM to 8:00AM**

John Guerrero	Inspection Supervisor	8185
Michael Pauly	Lead Combination Building Inspector	8186
Wendy Menendez	Inspection Assistant	8101

Name	Ext.
To y Alvord	5594
Amel Alagar	5528
Jim Brewster	8136
Pat Buhler	8181
Jim Gentry	8152

Name	Ext.
Nic k Ka tse nis	8120
Da vid Mulic k	8187
Glenn Murray	8182
Ste fanie Sve nsson	8184
Ja mes Wia trak	5806

- To speak to your inspector by phone, please call (310) 458-2201 wait for the prompt and dial “the extension shown above for the inspector.
- To find out the time of your scheduled inspection or the name of your assigned inspector, please look online after 7:00 AM the day of your inspection at www.smgov.net/planning/buildingsafety/buildingandsafety.html ; wait for the phone system to call you back after 7:00 AM or you can call (310) 458-8355 after 7:30AM and dial “O” for assistance.
- City Hall is open for full services on First Fridays and limited services on Second Fridays. Inspection is approximately half staffed each Friday.
- To schedule an inspection, please call (310) 458-2202 or go online @ <http://einspections.smgov.net>

City of Santa Monica

Building & Safety

Scheduling Online Inspections

◆ Go to <http://einspections.smgov.net>

CSM ONLINE INSPECTION SCHEDULING SYSTEM

If you have a valid permit number, please enter the following information

Permit Number:

Street Number:
For example: enter 150 if the address is "150 Main Street"

◆ Enter Permit Number and Street Number—Click Submit

Permit Options	Permit Action and Inspection Status						
Permit Lookup Inspection History Current Inspections Schedule Inspection	Permit Number: C09779 Site Address: 1685 MAIN Status: ISSUED <table border="1"> <thead> <tr> <th>Inspections</th> <th>Insp Date</th> <th>Inspection Options</th> </tr> </thead> <tbody> <tr> <td colspan="3">There are no inspections currently active on this permit.</td> </tr> </tbody> </table>	Inspections	Insp Date	Inspection Options	There are no inspections currently active on this permit.		
Inspections	Insp Date	Inspection Options					
There are no inspections currently active on this permit.							

To try scheduling a new inspection, select the '[Schedule Inspection](#)' navigation link on the left.

To view the history of inspections on this permit, select the '[Inspection History](#)' navigation link on the left.

◆ Schedule Inspections

Permit Options	Schedule Inspection																																																								
Permit Lookup Inspection History Current Inspections Schedule Inspection	Permit Number: C09779 Site Address: 1685 MAIN Status: ISSUED <p>If the date you intend to schedule is not available in the calendar, please check back the day prior to the inspection between 2:30pm - 3:30pm for any cancellations.</p> Permit Category: <input checked="" type="radio"/> One or Two Single Family Dwelling <input type="radio"/> All Other Inspection Priority: <input checked="" type="radio"/> Do you need a next-business-day inspection? <input type="radio"/> Yes <input type="radio"/> No <p>Your available scheduling dates are based on the chosen inspection. Please select one from the list below to continue.</p> Select Inspection Type: <input type="text" value="01 - Foundation - Building"/> Select Inspection Date: <table border="1"> <thead> <tr> <th colspan="7">November 2006</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> </tbody> </table>	November 2006							S	M	T	W	T	F	S	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9
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Survey Question: Was your preferred scheduling date offered? Yes No

Phone Number: (10 digits, no space or dashes)

◆ Call Back Number

Permit Options	Schedule Confirmation
Permit Lookup Inspection History Current Inspections Schedule Inspection	Permit Number: C09779 Site Address: 1685 MAIN Status: ISSUED Status: 02 - Foundation - Mechanical is scheduled for 11/10/2006 Confirmation Number: 000980-01 <p>You may request a notification of the estimated inspection time (sent the morning of the inspection), a notification of the posted result, or both. Select your notification(s) and verify or enter the phone number to be called.</p> Which notification do you require? <input type="radio"/> Inspection Time <input type="radio"/> Results <input checked="" type="radio"/> Both What phone number should be used to notify you? <input type="text" value="3104588381"/> <p><input type="button" value="Request Notification(s)"/></p>

◆ Your inspection has been scheduled!

Permit Options	Permit Action and Inspection Status
Permit Lookup Inspection History Current Inspections Schedule Inspection	Permit Number: C09779 Site Address: 1685 MAIN Status: ISSUED Schedule Time Notification: Request successfully processed. Result Notification: Request successfully processed. <p>Thank you for using the permitting notification feature.</p>



City of Santa Monica Building & Safety

We have Gone Green Try Our On-line Services

You can apply for a Permit:

<http://ePermits.smgov.net>

(Only offered on Single trade & Minor Residential Kitchen/Bath Remodel permits and Residential Building Records Reports)

You can request an Inspection:

<http://einspections.smgov.net>

You can also apply for Plan Check and Revisions to Permits through:



<https://eplans.smgov.net>

ePlans is an easy-to-use internet-based application for electronic plan submittal, review, correspondence and approval. ePlans offers a greater environmental friendly approach to the plan check process and eliminates wasteful progress paper drawings.





Information Bulletin

Ordinance Requiring Installation of Earthquake Gas Shutoff Valves in New and Existing Buildings

As of January 1, 2008 an earthquake gas shutoff valve shall be installed in the following cases:

New buildings

A shutoff device shall be installed on the main piping serving the building and/or each individual meter.

Existing Buildings

A shutoff device shall be installed when alterations or additions exceeding \$10,000 in valuation are made to the building or individual units within the buildings.

An unreasonable hardship exemption can be granted if the cost of the installation of shutoff device exceeds 20% of the cost of alteration.

Sales or Agreement to Exchange

In addition, a shutoff device shall be installed when a building or condominium unit is sold or an agreement to exchange is entered into.

City of Santa Monica Building and Safety Division





Building & Safety Division

How to Process Revisions to Approved (Permitted) Plans

PURPOSE & SCOPE

Approval of revisions to approved plans may be made provided the applicant submits all revised sheets of plans for review/approval to the Building and Safety Division and all other required agencies. The following procedures shall be followed for obtaining approval for revisions to the plans and/or scope of work that has been previously reviewed, approved and permitted.

Revisions are handled similar to a submittal; however, depending on the scope of revisions, the review time could vary. The goal of the Building and Safety Division is to complete the first cycle of submitted plan check review for minor revisions within a week of being assigned into plan check. Minor revisions are defined as changes that do not require extensive review of structural or life safety issues. Some minor revisions may be determined by the plan check engineer as an over-the-counter review and approval.

Revisions that result in additional square footage or incorporate a scope of work that was not included in the original permit will be considered as a major revision and will be reviewed according to time frames allowed for new submittals.

PROCEDURE AND REQUIRED ITEMS FOR SUBMITTAL

Contact the original plan check engineer whose name appears on the approved permitted plans to notify him/her of the proposed revisions. Coordinate with the plan check engineer to meet or discuss the scope of revision in a meeting if necessary.

1) PERMIT APPLICATION/PLANS

The applicant must submit a completed Revision Plan Check Application form. This application must be completed and submitted through our City ePlans process, <mailto:eplans@smgov.net>. The revised scope of work should be clearly described on this form. For further clarification of major revisions, a letter of transmittal should be provided itemizing all revisions per group of associated plans (Architectural, Structural, Civil, MEP, etc.)

Follow the step by step procedure in ePlans for the uploading of the required revision documents. The upload documents should include:

- A) Original approved City stamped plan sheets affected by the revisions.
- B) Revised plan sheets with sheet file names coordinated exactly as the original approved City stamped plan sheets (this step would version the revised plan sheets as version 2 [V2]). Revisions should be clouded on the plans and marked "delta #" and dated. Deltas must be coordinated on the sheet Title block (Delta 1, 2, etc.)
- C) Revised structural calculations, as necessary.

- D) Additional documents such as soils report addendums, letters of transmittal, field inspector correction list, deputy inspector forms, structural observation forms, etc.

If the approved field hard copy plans/calculations (applicant original copy) are required as reference for plan review, you must coordinate the transmittal/handling of the original plans with the plan check engineer. All original documents will eventually be returned to the applicant. Details or portions of the original plans replaced by the revisions must be removed or clearly deleted. If the original submittal was prepared by a licensed/registered architect or engineer, that same professional must sign the revised plans, otherwise the property owner or contractor of record may make such revisions or designate another licensed/registered architect or engineer for the entire project.

2) FEES

Supplemental plan review fees will be initially assessed on an hourly basis of review time based on the proposed scope of revision. Additional hours may be assessed during the review process as applicable.

If the scope of revision includes new work that was not included in the original permit scope, additional permit fees based on the square footage or on an hourly basis for additional inspections will be assessed.

If additional permits are required, the appropriate permit fees will be due following the completion of the plan check review. Also, additional development related fees may be assessed such as school fees or other agency fees. These fees must be collected before any permits are issued.

PROCEDURE FOR REVISIONS APPROVED OVER-THE-COUNTER (PAPER PLANS OR ELECTRONIC PLANS ON DISC)

At the discretion of the plan check engineer, minor revisions (paper plans) may be reviewed and approved over-the-counter. In such instances the following procedure could apply:

1) PERMIT APPLICATION/PLANS

- A) The applicant must submit a completed Revision Plan Check Application form. The revised scope of work should be clearly described on this form.
- B) The plan check engineer would verify all information on the application and review and approve plan documents.
- C) Permit specialist shall take the application and approved plan documents for scanning or direct upload and issue the permit. Scanned documents should be uploaded into ProjectDox [Supporting Documents] file and into PPlus [Office Doc].

2) FEES

Supplemental plan review fees will be applicable as assessed by the plan check engineer. Fees shall be collected as described above for electronic (ePlans process) submitted applications.

PERMIT TYPES:

- 1 # - Combination(examples)
 - 1 - New Permit (6 digits) .06 **CBP** 0101
 - 2 - Old permit (5 digits)**C** 01010
- 2 # - Single Trade Permit 06 **STP** 0101
- 3 # - Building **B** 01010
- 4 # - Electrical..... **E** 01010
- 5 # - Plumbing..... **P** 01010
- 6 # - Mechanical.....**M** 01010
- 7 # - Demolition.....**D** 01010
- 8 # - Sign**S** 01-010
- 9 # - Earthquake**ORD** -0101
- 10# - Mobile Homes.....06 **MH** 0001

INSPECTION TYPES CODE LIST:

01 # - FOUNDATION - BUILDING

- Locations and Setbacks
- Soils Engineering Approval
- Concrete Pad(s)
- Grade Beam(s)
- Foundation Hardware
- Foundation/Trench Forms
- Concrete Block First Lift
- Concrete Block Second Lift
- Concrete Block Final Lift
- Raised Floor Framing
- Underfloor Insulation
- Strut Concrete/Slab on Grade

02 # - FOUNDATION - MECHANICAL

- Underground/Floor Mechanical

03 # - FOUNDATION - ELECTRICAL

- Underground/Floor Electrical
- Underground Conduit

04 # - FOUNDATION - PLUMBING

- Underground/Floor Plumbing
- Backflow Protection

05 # - ROUGH BUILDING

- 1st Level FI Sheathing/Framing
- 2nd Level FI Sheathing/Framing
- 3rd Level FI Sheathing/Framing
- Roof Sheathing/Framing
- Ok to Wrap Exterior Only
- Framing Inspection

05 # - ROUGH BUILDING (cont.)

- Insulation Wall/Cert. Rcvd.
- Insulation Ceiling/ Cert. Rcvd.
- T-Bar Ceilings
- Drywall
- Interior Lath
- Exterior Lath

06 # - ROUGH - MECHANICAL

- Duct Work
- Fire Dampers
- Exhaust System
- Manufactured Fireplace
- Commercial Hood

07 # - ROUGH - ELECTRICAL

- Rough Electrical Wiring (Walls)
- Rough Wiring (Ceilings)

08 # - ROUGH - PLUMBING

- Drain Waste Vent Test
- Water/Gas Piping
- Shower Pan (s) Test
- Rough Sewer

**PRIOR TO CALLING FOR A
FINAL BUILDING INSPECTION:
Please be sure that you have received
ALL required City department Approvals
- ie: Business License.**

09 # - FINAL BUILDING

- Sign Final
- Final Building Inspection

10 # - FINAL - MECHANICAL

- Final Mechanical Approval

11 # - FINAL - ELECTRICAL

- Temporary Power Pole
- Electrical Service
- Smoke Detectors
- Final Electrical Approval

12 # - FINAL - PLUMBING

- Water Service
- Underground Gas Service
- Water Heater
- Final Gas Test
- Final Plumbing

13 # - DEPUTY INSPECTOR ON SITE

HOW TO USE OUR AUTOMATED INSPECTION REQUEST LINE



**TO SCHEDULE AN INSPECTION
BY PHONE @ (310) 458-2202**

OR

ON LINE AT

<http://einspections.smgov.net>

AND

**you can view your inspection
times ON LINE at
<http://einspections.smgov.net>**

**CUTOFF TIME FOR NEXT DAY
INSPECTIONS IS 3:30 PM**



Welcome to IVR

In an ongoing commitment to improve customer service, the City of Santa Monica has installed an Interactive Voice Response system for scheduling or canceling inspections, for obtaining results of your inspections 24 hours a day, 7 days a week!

To Access, dial (310) 458-2202

Schedule Inspections
Cancel Inspections
Obtain Inspection Results

You will be prompted through the entire process.

Press [] at any time for more information.*

Before Calling You Will Need:

1. A touch - tone telephone
2. A site - specific Permit Number
3. A two - digit Inspection Code - Choose the code for the type of inspection you need from the list inside this brochure.

Press 1.....**Schedule an Inspection.**

Choose from the following Options:

Press 2.....**Cancel an Inspection.**

Press 3.....**Obtain Inspection Results.**

Press 0.....**Speak with an Operator**

Press *..... **General Information** or to repeat.

You can **press 0** at any time to transfer to a live

Transfer to Staff and Obtain Additional Information:

staff member. You can also press * to hear an explanation of your current options.

Building and Safety Division
City of Santa Monica 1685 Main St Rm. #111
Santa Monica, CA 90401
Office: (310) 458-8355

1 - Schedule an Inspection:

1. **Next Day Inspection** (1) for Yes or (2) for No
2. (1) for Single Family or (2) for All Others
3. Enter the **Permit Type PLUS #**
4. **For New Permits (1) or Old Permits (2)**
4. Enter the **six-digit Permit Number**, including any zeros. The system will confirm this permit by speaking back the site address.
5. Enter the two-digit **Inspection Code PLUS #** from the list on the other side of this brochure.
6. The computer will now give you an option of several different days for your inspection.
7. Were you able to schedule your inspection for the date you wanted? (1) Yes or (2) No
8. Enter **phone number**.
9. Press (5) to be **automatically be notified of an estimated time** or after your inspection has been completed.
10. Enter the phone number that you would like the computer to call you back

After you have scheduled an inspection, you can:

- 1 - **Get a Confirmation Number and hang up.**
- 2 - **Request another inspection**, same permit
- 3 - **Request another inspection**, different permit
- 4 - **Return to the Main Menu.**
- 5 - **Be notified of inspection times.**

RE - INSPECTION FEES:

A RE-INSPECTION Fee of:
\$ 184.15 for Combination Permits
Single Trade Permits
Residential—\$60.65
All Others—\$122.41

Will be assessed if you are not ready for your inspection or for cancellations AFTER 3:00 PM THE DAY PRIOR to your inspection.

This fee MUST be paid before you can reschedule your next inspection.

2 - Cancel (or Cancel & Reschedule) an Inspection:

1. Enter the **Permit Type**
2. Enter the six-digit **Permit Number**, including any zeros. The system will confirm this permit by speaking back the site address.
3. Enter the two-digit **Inspection Code** from the list on the other side of this brochure.

After you have cancelled the inspection, you can:

- **Cancel another inspection**, same permit
- **Cancel another inspection**, different permit
- **Reschedule an inspection**
- **Get a Confirmation Number and hang up.**
- **Return to the Main Menu.**

3 - Obtain Inspection Results:

1. Enter the **Permit Type**
2. Enter the six-digit **Permit Number**, including any zeros. The system will confirm this permit by speaking back the site address.
3. Enter the two-digit **Inspection Code** from the list on the other side of this brochure.

After you have listened to the inspection results, you can:

- **Listen to more results**, same permit
- **Listen to more results**, different permit
- **Listen to any messages** from your inspector
- **Get a Confirmation Number and hang up.**
- **Return to the Main Menu.**

IMPORTANT INFORMATION!

The system will prompt you through the necessary steps during your call. You may make multiple requests during each call. At the end of the call you will issued a confirmation number. We recommend that you keep a record of your confirmation numbers and associated requests in case you need them for future reference.



NOTICE TO PERMIT HOLDER

Fines for Construction Related Violations Effective April 1, 2004

Santa Monica has adopted a schedule of fines for various violations of its municipal code. Enclosed is a schedule of various construction related fines for your reference. Any violation of these municipal code sections will subject you to an administrative fine in the amount shown for each separate code violation. Failure to pay fines when due and/or continued violation of these code sections may also result in criminal prosecution and business license and/or permit revocation.

As the responsible party for this permit, you must follow all municipal code sections related to the proposed construction. Please insure that all persons involved in your construction project understand and follow our community standards. If you should have any questions about these standards or any specific municipal code section, please contact our Code Compliance staff at (310) 458-4984. You may also read any Santa Monica municipal code section online at <http://www.qcode.us/codes/santamonica/>. Your voluntary compliance is appreciated.

Code	Section	Violation Description(s)	Fine
SMMC	4.12.060	Exterior Noise Standards	\$250
SMMC	4.12.080	Excessive Vibration	\$250
SMMC	4.12.100	Noisy Animals	\$250
SMMC	4.12.110	Public parks, beaches or recreational facilities restrictions	\$250
SMMC	4.12.120	Demolition, excavation, grading, spray painting, construction, maintenance or repair of building activity-hours & noise limits	\$250
SMMC	4.12.130	Failure to Post Construction Hours Sign	\$250
SMMC	4.12.160	Business Support Operations	\$250
SMMC	4.12.170	Interference with Enforcement	\$500
SMMC	4.12.190	Gardening/Landscaping Activities-Hours of Operation	\$250
SMMC	5.08.140	Removal/Destruction of Building Officer's Posted Notice	\$500
SMMC	7.04.010	Excavation in The Public Way Without Permit	\$500
SMMC	7.04.100	Location of Excavations	\$500
SMMC	7.04.160	Excavation in Public Way-Vehicle/Pedestrian Access	\$250
SMMC	7.04.210	Regulations for Resurfacing Work in Public Way	\$250
SMMC	7.04.230	Excavation in Public Way-Vehicle Crossing	\$250
SMMC	7.04.240	Excavation in the Public Way-Per Plat/Application	\$250
SMMC	7.04.240	Excavation in the Public Way-Due Diligence	\$500
SMMC	7.04.490	Connection of Sewer Without Permit	\$500
SMMC	7.04.650	Sewage from Vehicle into Sewer System Without Permit	\$500
SMMC	7.04.670	Materials/Equipment in Public Way Without Permit	\$500
SMMC	7.04.700	Revocation of Permits-Work to Cease	\$1,000
SMMC	7.04.710	Failure to Remove Materials/Equipment in Public Way	\$500
SMMC	7.04.720	Illumination of Building Materials Stored in Public Way	\$250
SMMC	7.04.730	Regulations for Building Material Deposits and Cranes	\$250
SMMC	7.04.740	Mixing/Storing Cementitious Materials On/Near Street	\$250
SMMC	7.04.750	Failure to Post Street Use Permit	\$250
SMMC	7.04.760	Construction Debris in Public Way	\$500
SMMC	7.10.040	Urban Runoff Pollution Control Practices-All Properties	\$500
SMMC	7.10.050	Urban Runoff Reduction Requirements	\$500
SMMC	7.10.060	Urban Runoff Requirements for Construction Sites	\$500
SMMC	7.10.090	Additional Best Management Practices	\$500
SMMC	7.12.060	Temporary Water Service Without Permit.	\$500
SMMC	7.12.350	Unauthorized Use of City Water	\$500
SMMC	7.16.020	Excessive Water Use	\$250
SMMC	7.18.090	Violation of Plumbing Code Standards	\$500

Code	Section	Violation Description(s)	Fine
SMMC	7.36.020	Moving Building/Structure on City Street Without Permit	\$500
SMMC	7.40.110	Planting of Tree in Parkway Without Permit	\$300
SMMC	7.40.110	Trim or Prune City Tree without Permit	\$500
SMMC	7.40.110	Injure/Interfere With City Tree-No Replacement Required	\$500
SMMC	7.40.110	Removal of City Tree without Permit	\$1,000
SMMC	7.40.110	Injure/Interfere With City Tree-Replacement Required	\$1,000
SMMC	7.40.130	Interference with City Tree Administration	\$500
SMMC	7.40.140	Intentional Damage to City Tree	\$1,000
SMMC	7.40.150	Unauthorized Attachment to City Tree	\$100
SMMC	7.40.160	Protection of Trees During Construction/Demolition	\$500
SMMC	7.44.020	Maintain Premises Free of Weeds	\$250
SMMC	7.48.020	Litter in Public Places	\$250
SMMC	7.48.050	Property Owner to Keep Adjacent Public Way Free of Litter	\$250
SMMC	7.48.060	Litter on Private Property	\$250
SMMC	7.48.070	Owner to Maintain Premises Free of Litter	\$250
SMMC	8.04.010	Failure to Maintain-Technical Codes	\$500
SMMC	8.08.030	Continuing Use after Order to Discontinue Use	\$1,000
SMMC	8.08.050	Construction Work Without Permit	\$500
SMMC	8.08.070	Construction Work with Expired Permit	\$500
SMMC	8.08.090	Failure to Request Inspection Before Covering	\$500
SMMC	8.08.090	Failure to Provide Inspection Record Card/Approved Plans	\$100
SMMC	8.08.100	Failure to Provide Special Inspection as Required	\$1,000
SMMC	8.08.110	Installation of Work from Unapproved Fabricator	\$500
SMMC	8.08.120	Failure to Provide Structural Observation as Required	\$1,000
SMMC	8.08.130	Occupancy Prior to Issuance of Certificate of Occupancy/ Final Inspection Approval	\$500
SMMC	8.08.160	Connection to Utilities Without Approval	\$500
SMMC	8.08.160	Reconnecting Utilities after Order to Disconnect	\$1,000
SMMC	8.08.170	Sandblasting Regulations-General	\$500
SMMC	8.08.170	Sandblasting-Failure to Give Three (3) Day Notice	\$750
SMMC	8.08.190	Violation of Temporary Trailer Regulations	\$500
SMMC	8.08.200	Failure to Brace Water Heater	\$500
SMMC	8.52.020	Maintaining Pool/Spa/Fountain Water Clarity	\$250
SMMC	8.84.020	Maintaining Drainage	\$250
SMMC	8.96.030	Responsibility for Maintenance-Public Nuisances	\$1,000
SMMC	8.96.220	Abandoned, Wrecked, Dismantled and Inoperative Vehicles	\$500
SMMC	8.100.010	Violation of Means and Methods Plan	\$500
SMMC	8.100.040	Failure to Provide Construction Notice to Residential Tenant	\$500
CFC	1413.1	Standpipe System Required During Construction	\$1,000

REPEAT VIOLATIONS: The administrative citation fine amount for a second violation of the same Code provision by the same responsible party within thirty-six (36) months from the date of an administrative citation shall equal one hundred twenty-five percent (125%) of the fine amount listed in this resolution for a first violation of that Municipal Code section at the time of the second violation. The administrative citation fine amount for a third and any subsequent violation of the same Code provision by the same responsible party within thirty-six (36) months from the date of an administrative citation shall equal one hundred fifty percent (150%) of the fine amount listed in this resolution for a first violation of that Municipal Code section at the time of the third, or as applicable, subsequent violation.

LATE PAYMENT CHARGES: Payment of the administrative citation fine amount after thirty (30) days from the date of the administrative citation shall be subject to an additional late payment charge. The late payment charge shall equal ten percent (10%) of the administrative citation fine amount due the City, or ten percent (10%) of the amount remaining unpaid to the City if a portion of the fine amount was timely paid. Late payment charges shall be in addition to the amount of the administrative citation fine amount. In addition, interest shall accrue on all unpaid monies due, exclusive of late payment charges, at the rate of one half of one percent per month, pro rata, of the total amount due from the date the administrative citation fine amount becomes delinquent until the date that all delinquent amounts are paid to the City.



BUSINESS LICENSE OFFICE
1717 4th Street Suite 150
P.O. BOX 2200
SANTA MONICA, CA 90407-2200
Phone (310) 458-8745
Fax (310) 451-3283
www.smgov.net/businesslicense

BUSINESS LICENSE REQUIREMENTS FOR CONTRACTORS AND OWNER-BUILDERS

PLEASE SUBMIT THIS FORM AT LEAST TWO (2) WORKING DAYS PRIOR TO REQUEST FOR FINAL INSPECTION.

- GENERAL CONTRACTOR/OWNER-BUILDER SHALL REQUIRE ALL SUB-CONTRACTORS TO HAVE A CURRENT SANTA MONICA BUSINESS LICENSE BEFORE PERMITTING THEM TO BEGIN WORK AND FOR THE DURATION OF THE JOB.
- FAILURE TO DO SO MAY RESULT IN DELAY OF FINAL BUILDING INSPECTION AND THE GENERAL CONTRACTOR/OWNER BUILDER BEING RESPONSIBLE FOR THE PAYMENT OF THE BUSINESS LICENSE TAX FOR ANY UNLICENSED SUBCONTRACTORS OR SPECIALTY CONTRACTORS, PER SANTA MONICA MUNICIPAL CODE SECTION 6.04.100.
- FINAL APPROVAL FOR A BUILDING PERMIT WILL NOT BE GIVEN UNTIL THIS LIST OF CONTRACTORS WORKING ON THE PROJECT IS COMPLETED AND RETURNED TO THE BUSINESS LICENSE OFFICE BY EITHER THE GENERAL CONTRACTOR OR THE OWNER-BUILDER.
- ALL CONTRACTORS and SUBCONTRACTORS WORKING ON THE PROJECT MUST HAVE A CITY BUSINESS LICENSE FOR THE DATES DURING WHICH THEY WORKED ON THE PROJECT. **PLEASE RETAIN A COPY FOR YOUR RECORDS.**

Building Permit #(s) _____ Date Issued: _____ Date Construction Completed _____

Job Address _____

Owner _____

Type of Construction: () NEW () REMODEL

General Contractor _____ Santa Monica Business License Number _____

Address _____ Phone Number _____

SUBMITTED BY:

Name: _____ Signature: _____
(Print Clearly)

Date: _____ Daytime Phone: _____ ()

<u>Subcontractor Name</u>	<u>Address</u>	<u>Date Work Started (MO/YR)</u>	<u>Date Work Ended (MO/YR)</u>	<u>Santa Monica Business License #</u>
<u>ARCHITECT</u>				
<u>ENGINEER-STRUCTURAL/ CIVIL</u>				
<u>ENGINEER- SOIL TESTING</u>				
<u>ENGINEER/SURVEYOR</u>				
<u>ACOUSTICAL</u>				
<u>CABINETS INSTALLED</u>				

<u>Subcontractor Name</u>	<u>Address</u>	<u>Date Work Started (MO/YR)</u>	<u>Date Work Ended (MO/YR)</u>	<u>Santa Monica Business License #</u>
<u>CARPENTRY FINISH</u>				
<u>CARPENTRY ROUGH/ FRAMING</u>				
<u>CONCRETE DELIVERY</u>				
<u>CONCRETE DRILLING & CORING</u>				
<u>CONCRETE FOOTING,WALKS,CURBS</u>				
<u>CONCRETE PUMPING</u>				
<u>CONCRETE LIGHT-WT (ELASTICELL)</u>				
<u>DECK TOPPING</u>				
<u>DEMOLITION</u>				
<u>DESIGNER</u>				
<u>DOORS & FRAMES</u>				
<u>DRAPERY</u>				
<u>DRYWALL</u>				
<u>ELECTRICAL</u>				
<u>ELEVATORS</u>				
<u>EXCAVATION</u>				
<u>FENCE</u>				
<u>FENCE RENTAL</u>				
<u>FIRE ALARM</u>				
<u>FIRE SPRINKLER</u>				

<u>Subcontractor Name</u>	<u>Address</u>	<u>Date Work Started (MO/YR)</u>	<u>Date Work Ended (MO/YR)</u>	<u>Santa Monica Business License #</u>
<u>FIREPLACE,CHIMNEY</u>				
<u>FLOORING-CARPET</u>				
<u>FLOORING-VINYL</u>				
<u>FLOORING-WOOD/TILE</u>				
<u>GARAGE-DOOR</u>				
<u>GLASS & GLAZING</u>				
<u>HEATING & AIR CONDITIONING</u>				
<u>INSULATION</u>				
<u>INTERCOM</u>				
<u>LANDSCAPING</u>				
<u>LATH & PLASTER</u>				
<u>LUMBER DELIVERY</u>				
<u>MASONRY</u>				
<u>MASONRY DELIVERY</u>				
<u>METALS, MISC., ORNAMENTAL IRON</u>				
<u>MIRRORS INSTALLED</u>				
<u>PAINTING INSIDE</u>				
<u>PAINTING OUTSIDE</u>				
<u>PARKING LOT GRADING</u>				

<u>Subcontractor Name</u>	<u>Address</u>	<u>Date Work Started (MO/YR)</u>	<u>Date Work Ended (MO/YR)</u>	<u>Santa Monica Business License #</u>
<u>PARKING LOT PAINTING</u>				
<u>PARKING LOT PAVING</u>				
<u>PLUMBING</u>				
<u>REFRIGERATION</u>				
<u>ROOFING</u>				
<u>RUBBISH HAULING</u>				
<u>SCAFFOLDING</u>				
<u>SECURITY GATE</u>				
<u>SEWER</u>				
<u>SHEET METAL</u>				
<u>SHOWER DOOR</u>				
<u>SHOWER PAN</u>				
<u>SIDING</u>				
<u>SIGNAGE</u>				
<u>STAIRS & BANISTERS</u>				
<u>STEEL REINFORCING</u>				
<u>STEEL STRUCTURAL</u>				
<u>STONEMWORK</u>				
<u>STUCCO</u>				
<u>SWIMMING POOL</u>				

<u>Subcontractor Name</u>	<u>Address</u>	<u>Date Work Started (MO/YR)</u>	<u>Date Work Ended (MO/YR)</u>	<u>Santa Monica Business License #</u>
<u>SWIMMING POOL-GUNITE</u>				
<u>SWIMMING POOL PUMPS & HEATERS</u>				
<u>TEMPORARY OFFICE RENTAL</u>				
<u>TEMPORARY POWER POLE</u>				
<u>TV ANTENNA/SATELLITE</u>				
<u>TILE, CERAMICS</u>				
<u>TOILETS PORTABLE</u>				
<u>VACUUM SYSTEM</u>				
<u>WATERPROOFING</u>				
<u>WEATHERSTRIPPING</u>				
<u>WELDING</u>				
<u>WINDOW DELIVERY</u>				
<u>WINDOW INSTALLATION</u>				
<u>WINDOW COVERINGS</u>				
<u>LIST ANY SUB CONTRACTORS OR SERVICES NOT LISTED ABOVE</u>				