

# Instructions for Customer Self Service (CSS) Online Permit Applications

<https://selfservice.simivalley.org/EnerGovProd/SelfService>

Register at the website above to start the process and to be able to apply for permits within the system.

- Once registered, click on “Apply” from the home screen as seen below.

The screenshot shows the City of Simi Valley Self Service website. At the top left is the City of Simi Valley logo. At the top right, it says "Good Afternoon, Guest". Below the logo is a navigation bar with "Home" and "Apply" buttons. The "Apply" button is circled in red. Below the navigation bar is a large banner with the text "Welcome to Self Service". Below the banner are six service cards arranged in two rows of three. The first card in the top row is "Apply", which is circled in red. The other cards are "Pay Invoice", "Login or Register", "Utility Billing", "Business Tax Certificates", and "Request Inspection".

- From the screen you are brought to, select the permit option and you can scroll to find the permit type you are looking for or you can search by entering key words into the search bar that appears on the screen. **Make sure to select the correct permit option, since it cannot be altered once you submit your application and you will have to resubmit if it is incorrect. If you have questions or are uncertain as to what permit type you should select, call [805-583-6723](tel:805-583-6723) for help.**
- If you are looking for a residential remodel permit, make sure the permit says only remodel. If you are looking for a Non-Residential (commercial or industrial) Tenant improvement permit only, make sure it only includes the tenant improvement and not addition as well. For Solar permits, make sure you submit under Residential or Commercial Solar permits and NOT electrical, electrical permits are only for battery backups and panel upgrades, not the solar installation.

- Once you find the permit option you are looking for click the “Apply” button.

Dashboard Home Apply My Work Today's Inspections

### Application Assistant

Search for application names and keywords

All Trending My History PERMITS PLANS

Show Categories Show My Templates

**Building & Safety - Residential Re-Roof Permit** Apply

Category Name: Building and Safety Residential Permits Description: This permit is for a residential re-roof only permit.

**Building & Safety - Residential Solar PV Permit** Apply

Category Name: Building and Safety Residential Permits Description: This permit is for residential solar photovoltaic (PV) installations on both roof and ground applications.

**Building & Safety - New Residential Electrical Permit** Apply

Category Name: Building and Safety Residential Permits Description: This permit is for a new residential electrical permit for new work being proposed.

- You will be asked to add the address of the project you are applying for, click the plus sign and make sure to **Search** for the address. Once you locate the address click on “Add”. It will take you back to the original screen, check your selection and then click “Next” if everything looks ok.

Dashboard Home Apply My Work Today's Inspections

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### Add Location

Address Parcel

Add Address As Location

Search

### Address Information

Search 2929

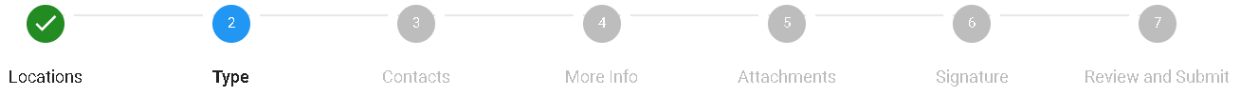
Address	Action
2929 KUEHNER DR 1/2 SIMI VALLEY, CA	<span>Add</span>
2929 TAPO CANYON RD 1/2 SIMI VALLEY, CA	<span>Add</span>
2929 FLANAGAN DR 1/4 SIMI VALLEY, CA	<span>Add</span>
2929 EL PASO AVE SIMI VALLEY, CA	<span>Add</span>
2929 FLANAGAN DR SIMI VALLEY, CA	<span>Add</span>
2929 KILAINE DR SIMI VALLEY, CA	<span>Add</span>
2929 SCHOOL ST SIMI VALLEY, CA	<span>Add</span>
2929 TAPO CANYON RD SIMI VALLEY, CA	<span style="border: 2px solid red; padding: 2px;">Add</span>
2929 TEXAS AVE SIMI VALLEY, CA	<span>Add</span>
2929 WACO AV SIMI VALLEY, CA	<span>Add</span>

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- Next you will be asked to fill out basic information based on the permit type that you have chosen. All required fields are identified with a red asterisk located next to the field in question. Make sure to be as descriptive as possible when entering the description so that staff can double check your information with what is received in office.

Apply for Permit - Building & Safety - Commercial/Industrial New Building Permit

\*REQUIRED



PERMIT DETAILS

Make sure to fill out all the required fields with the most accurate information for your project. Information included below must match that which is on the plans, if plans are submitted.

\* **Permit Type**

\* **Description**

\* **Square Feet**

\* **Valuation**

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- You will then be asked to enter in all contacts for the project. You will automatically be designated as the applicant since you are the one applying for the project. Make sure you add all applicable contacts at this time, including, but not limited to, any and all applicants, property owner, contractor, engineer, etc. You will see the following screen:

Apply for Permit - Building & Safety - Commercial/Industrial New Building Permit


\*REQUIRED



CONTACTS

Make sure to choose which type of contact you are adding to the project BEFORE you hit the plus sign to add a contact. Add all applicable contacts here. You will automatically be listed as the applicant, but property owner, engineer, architect, etc. should all be added if they are a part of this project.

**Applicant**



Amy (You)

2929 Tapo Canyon Rd. simi valley, CA, 93063

Applicant

Add Contact

+

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- Select “Add Contact” to add the other personnel that are associated with the project. The following screen will appear. First you need to change the contact type here by using the drop-down menu and choosing the correct option. Then you need to search for the contact by entering the name of the company or the person you are wanting to add. If you do not find the correct one, which has a first name in the first name field and a last name in the last name field or the company name in the company field, then add the contact manually so it is in the system correctly.

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Add Contact

Add Contact As Property Owner ▾

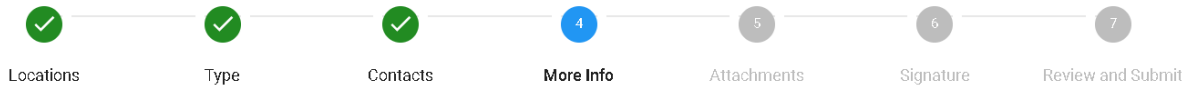
Search

Enter Manually

My Favorites

Search  

- Once you have added all contacts, select "Next" to move on. You will then need to fill out the More Info page, again filling out all required fields and any additional information that is relevant and needed for the project. When that is completed, click on "Next" to continue through the application process.



**MORE INFO**

Fill out all applicable information for your project. Make sure to click the pencil for the table to add all pertinent information there for your structure. If your structure has more than one use or has both a remodel/alteration and an addition make sure you add a row to the table for each use or part of the project. For all alterations make sure to add the "type of alteration", of either structural or non-structural, in the column associated to that row for the alteration.

**Permit Details**

This is an example of a New Building, Addition, or Alteration permit details – Not all "More Info" will look like this

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BLD - SqFeet, Bld Occ, Constr Type Details					
<a href="#">+ Add Row</a>					
	Type of Project	Square Feet	Building Occupancy	Construction Type	Type of Alteration
<a href="#">Edit</a> <a href="#">Delete</a>	New Building	5000	B Office, Professional	V-B	
<a href="#">Edit</a> <a href="#">Delete</a>	New Building	10000	F-2 Industrial Low-Hazard	V-B	

\*Owner/Builder

\*Are There:

- Mechanical Plans
- Electrical Plans
- Plumbing Plans

\*Fire Sprinklers Required?

\*Occupant Load

Number of Stories

\*\*Make sure that when filling out the information on the "BLD – SqFeet, Bld Occ, Constr Type Details" table for building permits that you fill out a row for each occupancy group that is contained in the building you are constructing. If you are doing an ADU, make sure to select "New Building" under Type of Project, "Accessory Dwelling Unit" under the Building Occupancy column, and "V-B" under Construction Type if the ADU is detached. If it is a new addition to the home make sure to select "Addition" under Type of Project, again "Accessory Dwelling Unit" under Building Occupancy, and "V-B" under Construction Type. If you are doing a garage conversion for your ADU, select "Garage Conversion" under Type of Project, "Accessory Dwelling Unit" under the Building Occupancy column, and **either "Conventional" or "Special"** under Construction Type. For all other permit types make sure to fill in the information that is specific to your project. Construction Type V-B is for standard wood frame construction.

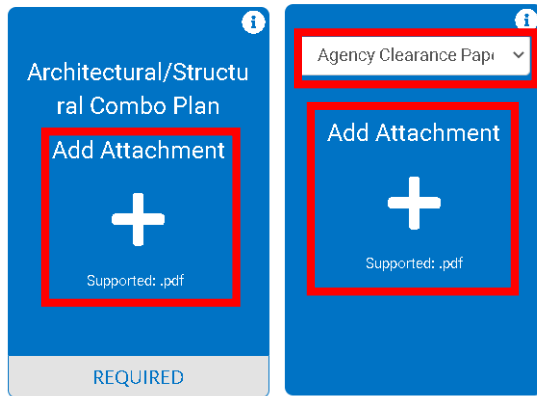
- Once the More Info is complete you will then be asked to upload any and all attachments that you need for this project. This includes all plans, calculations, site plans, Title 24, agency approval documents, etc. The items you upload will vary depending on the type of permit you are applying for. In order to upload your documents, first you **MUST** identify what type of document you are uploading by choosing from the drop-down menu before you click on the plus sign to add the document. Make sure you add ALL documents at this time to the application BEFORE you move on by clicking "Next". For initial submittals **do not** select the document type of "Final Approved Plans".

\*\*When uploading files make sure that they have the file name in the form of:

**Street Name\_Street Number\_File Type** (File type is one of the following: Architectural/Structural Combo Plans, Structural Calculations, Electrical Plan, Mechanical Plan, Plumbing Plan, MEP Combo Plans, Soils Report, Title 24, Energy Calculations, Construction or Owner Declaration, Agency Clearance Paperwork, or Misc Docs.)\*\*

#### Attachments

Upload all plans and documents for this project here. Choose the document type from the dropdown menu **BEFORE** you click the plus sign to add the document to the application. (Do **NOT** choose "Final Approved Plans" at this time, this option is for when the plan check has been completed and the plans need to be stamped.)



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Next

- The final two steps are to sign the acknowledgement statement, make sure to read it carefully prior to signing, and then to review your application. **Make sure** prior to clicking “Submit” on your application that all documents are uploaded that are needed for plan check, and for any other purposes, and that the permit type you selected is correct because once you click submit you will no longer be able to change any part of your application.

Apply for Permit - Building & Safety - Commercial/Industrial New Building Permit

REQUIRED



SIGNATURE

I, the Applicant and/or property owner, by signing this application am requesting permission to submit construction documents and a building permit application for the project described herein prior to final approval by the Planning Commission and/or the Planning Division. As applicant/or property owner for the project, I acknowledge that the acceptance of plans by Building and Safety for review prior to final action on the project proposal is **not an approval** from Planning Division or any other required Agency Clearance. As applicant/property owner I am aware that this plan check is being done at their own risk and that plan check fees will not be refunded if the necessary Planning Division approvals for this project are not granted. The applicant/property owner also agrees to resubmit revised drawings and pay supplemental plan check fees should the documents require revisions based on additional plan check or Planning Division comments. By signing I understand that the Building and Safety plan review expires 365 days from the date of submittal.

Additionally, no permits shall be issued by the Building and Safety Division and no plans will be approved prior to an approval of the construction/development proposal for this project, and/or issuance of the final Conditions of Approval by the Planning Division.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

Amy  
February, 22 2021

X Draw Signature Here

Clear

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Apply for Permit - Building & Safety - Commercial/Industrial New Building Permit

REQUIRED



Submit

Locations

Location	2929 TAPO CANYON RD SIMI VALLEY, CA
Parcel Number	6160080465

Basic Info

Type	Building & Safety - Commercial/Industrial New Building Permit
Description	New commercial office building with 5,000 square feet of office space and 10,000 square feet of warehouse. Includes all mechanical, electrical and plumbing work.
Square Feet	15000
Valuation	1850000
Applied Date	02/22/2021

Contacts

Applicant	Amy 2929 Tapo Canyon Rd , simi valley, CA , 93063
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More Info

Permit Details

BLD - SqFeet, Bld Occ, Constr Type

Type of Project	Square Feet	Building Occupancy	Construction Type
New Building	5000	B Office, Professional	V-B
New Building	10000	F-2 Industrial Low-Hazard	V-B

Owner/Builder No

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