



CITY OF SIMI VALLEY

BUILDING AND SAFETY DIVISION

☎ 805-583-6723

✉ enviroservices@simivalley.org

🌐 selfservice.simivalley.org

Checklist For All Types of ADUs ✓

Initial Submittal

- FULL SET OF PLANS INCLUDING SITEPLAN
- STRUCTURAL CALCULATIONS IF PROJECT DOES NOT COMPLY WITH CONVENTIONAL LIGHT FRAME WOOD CONSTRUCTION (NOT REQUIRED FOR GARAGE CONVERSIONS UNLESS ADDING ADDITIONAL SQUARE FOOTAGE)
- TITLE 24 ENERGY CALCULATIONS

Review Timeframe:

- Once plans are submitted, your submittal will take one-two weeks to be sent in for plan check.
- The applicant will either receive an email requesting additional information or an invoice for plan check if your project meets the submittal requirements.
- Plan check currently takes 20-25 business days.
- Resubmittals for corrections also take 20-25 business days.

Clearances required for permit issuance.

- City of Simi Valley Public Works Department – For a Sewer availability letter (Will Serve Letter) call (805-583-6786) or apply online through our self-service portal.
- Ventura County Fire Department – (Required for all detached ADUs including detached garage conversions. Only applicable for attached garage conversions if adding square footage to the home and/or garage) 610 Fire Form. Your project may require a 625 form, please contact the Ventura County Fire Department at (805-389-9710) for more information and fees required.
- Simi Valley Unified School District – For ADU's over 750 sq. ft. please contact Simi Valley Unified School District at (805-306-4500). Provide the City with a copy of the receipt of payment.
- Traffic Impact Fee – If the proposed ADU is over 750 sq. ft. traffic fees will be calculated and invoiced during the plan check process.
- Watershed Protection – A waiver or receipt is required from Ventura County Watershed Protection District for all new ADUs/JADUs. Watershed Protection fees will be collected for ADUs 750 sq. ft. or more. Please contact Ventura County Watershed at (805-654-3027) or PWA_LDservices@ventura.org for more information.
- Construction Permit Declaration must be filled out if the contractor is pulling the permit. If you are the homeowner pulling the permit you will need to fill out the Property Owner's Package. Both can be found on Simivalley.org.

For additional information please refer to our City Accessory Dwelling Unit handout.