



CITY OF SIMI VALLEY

Building and Safety Tenant Improvement Guide Square Footage Exceeding 3,000 Square Feet

Approval and Permit Process

- I. OBTAIN PLANNING DIVISION APPROVAL (Zoning Clearance or “in-review” by Planning Division).
- II. COMPLETE BUILDING AND SAFETY APPLICATION AND PAY APPROPRIATE PLAN CHECK FEE.
- III. OTHER AGENCY APPROVALS – Prior to the issuance of any building permit, some or all of the agencies listed below may need to review your plans. Please contact each agency to obtain their requirements as soon as possible to avoid any unnecessary delays.
 1. Simi Valley Sanitation Division, Sewer Purveyor, 500 W. Los Angeles Avenue, Simi Valley, CA 93065 (805-583-6438) requires that you submit a “Will Serve Letter” from the Sanitation District (i.e. Waterworks District No. 8) or Golden State Water Company to Building and Safety Division prior to the issuance of any building permits. (Plan review by appointment)
 2. Simi Valley Environmental Compliance Division, 500 W. Los Angeles Avenue, Simi Valley (805-583-6400) requires that you complete their forms prior to the issuance of any building permits. (Plan review by appointment)
 3. Ventura County Fire Protection District, 165 Durley Avenue, Camarillo, CA 93010 (805-389-9710) reviews all assembly, educational, institutional, and hazardous occupancies. They also review all fire sprinkler plans, spray booth plans and high pile storage racks. These approvals are required prior to the issuance of building permits.
 4. Ventura County Air Pollution Control District, 702 Country Square Drive, Ventura, CA 93003 (805-645-1445) requires that form number APCD-10 be completed for all tenants.
 5. Ventura County Environmental Health Division, 800 S. Victoria Avenue, Ventura, CA 93009 (805-660-5474) reviews all plans for restaurants or food handling establishments. A stamped approved set of health plans shall be submitted to Building and Safety Division prior to the issuance of the building permit.

IV. **PLAN SUBMITTAL REQUIREMENTS** – Provide complete plans consisting of all proposed architectural, disabled access, energy, plumbing, mechanical and electrical changes. (See the following minimum submittal list.) Plans shall be prepared and signed by California registered architect or engineer (see attached page for exception). The designer shall be present at the review to provide any needed additional information or clarification.

1. Size: Minimum 18” x 24” blue line or black line drawings. Submit three (3) sets.
2. Plot Plan:
 - a. Minimum 1/8” scale
 - b. Show property lines and building setbacks.
 - c. Show setbacks from property lines and other adjacent structures.
 - d. Show parking plan including all handicap access to building.
 - e. Indicate streets and job address.
3. Shell Building Floor Plan:
 - a. Minimum 1/8” scale outline of shell building
 - b. Shade and label area of proposed improvement – label area by using Suite 1, 2, 3, etc., or A, B, C, etc.
 - c. Call out the proposed use of the area to be improved and the adjoining areas. If unoccupied, indicate so on the plans.
4. Tenant Improvement Floor Plan:
 - a. Minimum ¼” scale
 - b. Floor plan showing all dimensions
 - c. Disabled accessible restrooms for men and women (Provide complete Title 24 accessibility requirements.)
 - d. Full height cross section showing wall and ceiling framing including attachment or partitions at top and bottom for seismic bracing.
 - e. Suspended ceiling detail per Uniform Building Code Standard
 - f. Insulation detail in ceiling, roof and walls
5. Plumbing Plans
 - a. Provide location of soil and vent lines indicating size, material, and location to existing water, sewer.
 - b. Provide location of gas piping indicating size, cu. ft/hr at each outlet and the length from meter to the last outlet.
 - c. Provide location of water piping indicating size, fixture unit at each outlet, and the length from the meter to the last outlet.
 - d. Provide location of water heater and combustion air.
6. Mechanical Plans:
 - a. Indicate location of equipment units (roof or interior).
 - b. Equipment schedule
 - c. Size of ducts and type of material (CFM & OSA)
 - d. Location of combustion air-duct to equipment
 - e. Fire damper type and location and details

7. Electric Plan:

a. Provide a single line drawing showing:

- (1) Conduit and conductor size
- (2) Ground electrode type and size
- (3) Total connected load at the main service

b. Show a floor plan:

- (1) Location of sub panels and panel schedules
- (2) Dual light switching in accordance with Title 24
- (3) Fixture schedule
- (4) Assign circuit to each item and show panel number

8. Note: If no changes to structural, plumbing, mechanical or electrical are proposed, a statement stating that shall appear on the plans.

9. Energy Calculations:

It is recommended that a consultant/expert in energy calculation be engaged to ensure compliance and expedite the approval process.

Refer to 2008 Non-residential Energy Manual; provide all required Envelope, Mechanical and Lighting energy calculations and forms as outlined in the energy manual. Also provide heating and cooling load calculations.

You can refer to State website at www.energy.ca.gov/title24 for more information.

10. Design Compliance Statement:

Completed and signed energy forms shall appear on the Architectural, Mechanical and Electrical plans.

V. ARCHITECTURAL LIMITATIONS

State law, which regulates the practice of architecture, prohibits anyone from practicing architecture without a license. However, under Section 5538 exceptions are as follows:

5538 Nonstructural Store Front or Interior Alterations or Additions Excepted; Planning or Design Affecting Safety of Building or Its Occupants

This chapter does not prohibit any person from furnishing either alone or with contractors, if required by Chapter 9 (commencing with Section 7000) of Division 3, labor and materials, with or without plans, drawings, specifications, instruments or service, or other data covering such labor and materials to be used for any of the following:

- (a) For nonstructural or nonseismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.

- (b) For any nonstructural or nonseismic work necessary to provide for their installation.
- (c) For any nonstructural or nonseismic alterations or additions to any building necessary to or attendant upon the installation of those storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided those alterations do not change or affect the structural system or safety of the building.

VI. PLUMBING, MECHANICAL, AND ELECTRICAL LIMITATIONS

Per Section 6737.3 of the California Business and Professions Code a contractor licensed under Chapter 9 (commencing with Section 7000) of Division 3 is exempt from the provisions of this chapter relating to the practice of electrical or mechanical engineering so long as the services he or she holds himself or herself out as able to perform or does perform, which services are subject to the provisions of this chapter, are performed by, or under the responsible charge of a registered electrical or mechanical engineer insofar as the electrical or mechanical engineer practices the branch of engineering for which he or she is registered.

This section shall not prohibit a licensed contractor, while engaged in the business of contracting for the installation of electrical or mechanical systems or facilities, from designing those systems or facilities in accordance with applicable construction codes and standards for work to be performed and supervised by that contractor within the classification for which his or her license is issued, or from preparing electrical or mechanical shop or field drawings for work which he or she has contracted to perform. Nothing in this section is intended to imply that a licensed contractor may design work, which is to be installed by another person.