



CITY OF SIMI VALLEY

Building and Safety

Tenant Improvement Guide - OTC

OVER-THE-COUNTER (OTC) PLAN REVIEW SERVICE FOR EXISTING BUILDINGS WITH NON-STRUCTURAL COMMERCIAL TENANT IMPROVEMENTS

Over-the-Counter (OTC) Plan Review Criteria:

- Tenant improvements for retail and office uses (M or B occupancies) where the total area is less than 3000 square feet. Non-load bearing partition alteration only.
- Tenant improvements for food establishments without cooking facilities (juice and coffee bars, sandwich shops, etc...) where the total area is less than 3000 square feet and the dining area is less than 750 square feet (non-assembly occupancy less than 50 occupants).
- Over-the-Counter review is done by appointment only by calling (805) 583-6723.
- Service by appointment will be available at a scheduled time, Tuesdays or Thursdays between 8:00 and 10:00 AM.
- Goal: Complete the OTC review within 1 hour.

*If the engineer determines that the project does not meet the OTC criteria. The project may be submitted for the standard plan review with a turn-around of 10 business days.

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 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 (805-654-2813) 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. Water heater location 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.

11. Examples of projects that do not qualify for Over-the-Counter review are:

- New Buildings and tenant improvement for first time occupancy.
- Additions
- Alterations to E, I, A occupancies such as churches, large conference rooms and restaurants with an occupant load of 50 or greater
- Buildings damaged by fire, earthquake, wind or vehicle collision
- Work in basements, mezzanines, second floors, or 1-hour rated corridors
- Roof equipment units greater than 400 lbs.

- Change of occupancy/use to a higher hazard where the building has no fire sprinklers
- Code enforcement work – For example: Legalizing work done without permits
- Projects with Alternate Materials and Methods of Construction.

All plans shall conform to the above requirements, and be prepared by a competent professional.

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.



Planning

OVER-THE-COUNTER PLAN REVIEW SERVICE FOR EXISTING BUILDINGS WITH NON-STRUCTURAL COMMERCIAL TENANT IMPROVEMENTS

Over-the-Counter (OTC) Plan Review Criteria for the PLANNING Division:

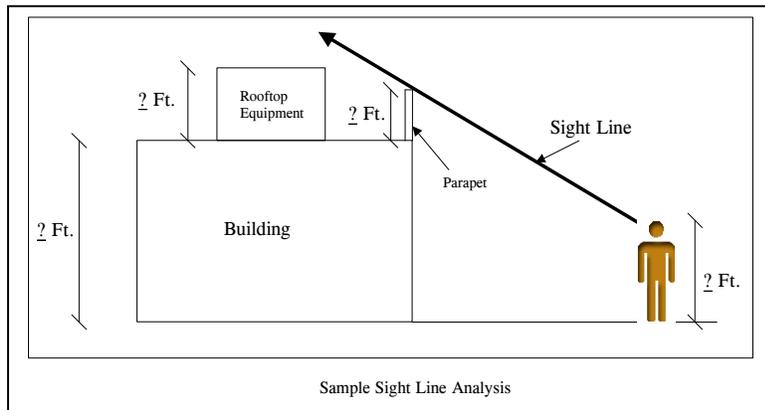
- All Building & Safety criteria must be met.
- Tenant improvements that involve NO exterior changes of any kind shall require a Planning stamp of approval on the plans, but do not require a zoning clearance under normal circumstances.
- Tenant improvements that involve minor exterior changes, such as switching out doors and/or windows or the addition of fully screened rooftop equipment shall require a Zoning Clearance issued by the Planning Division (a fee for the Zoning Clearance will be collected as part of the building permit fees). Refer to the plan submittal requirements below.
- Tenant Improvements that involve more extensive exterior changes will need to contact the Planning Division for further information.

Approval and Permit Process

Note: Small business owners who are interested in establishing a business in the City of Simi Valley should begin by contacting the Planning Division at (805) 583-6769 to speak with a planner to verify the zoning of the subject property and that the proposed use is allowed in that zone. Please have the property address and a detailed description of the proposed use available for the planner.

- I. To obtain Planning Division approval, the following must be provided when applicable:
 1. A parking analysis must be provided for proposed medical offices, as the parking ratio for these uses is one space per 200 square feet of gross floor area, while other offices and retail uses require one space per 250 square feet of gross floor area, and restaurants require one space per 100 square feet of gross floor area, with a minimum of ten spaces. The parking analysis must include: the overall floor area of the building (include the total area for all buildings within an office complex or shopping center); a list of each use in the building (or center), including type of use and size of each business' respective suite; the size of the subject business' suite; and the number of existing parking spaces available for the building (or center). Please note: information on the list of tenants, size of units' parking, etc. may be available from the building's owner or property management company.
 2. If exterior modifications, such as altering the location of doors and/or windows, or adding rooftop equipment, three (3) sets of scaled and dimensioned "existing" and "proposed" building elevations must be provided for each affected side of the building (photographs may be submitted in lieu of the "existing" elevations). The "proposed" building elevations must:

- a. Demonstrate that the changes to the building will be architecturally compatible with the existing building architecture (for example, if a door is to be added, it shall have the same design as other doors on the building).
- b. That all rooftop equipment will be screened from view from surrounding streets and properties. This shall be accomplished by:
 - (1) Providing building elevations that depict with dashed lines that the new equipment will be lower than the top of the existing rooftop parapet (all sides);



- (2) Demonstrate by note that the new rooftop equipment will not exceed the height of the existing parapet (all sides); or
- (3) If the rooftop equipment will be taller than the existing parapet, provide a sight-line analysis (see attached) demonstrating that the new rooftop equipment will not be visible from surrounding streets and properties.

3. If new signs are proposed, please contact the Planning Division for the Sign Ordinance requirements, or you may access the Sign Ordinance on the City's website, at www.simivalley.org. Please note that separate sign permits are required for all proposed signs.

II. If exterior revisions are proposed, they must be architecturally compatible with the building architecture to be considered for the OTC process. It is also recommended that you consult the Citywide Design Guidelines (available at the Planning Counter or at the City's website: www.simivalley.org) for further information on the design of non-residential architecture that is considered acceptable in the City of Simi Valley.

Please note that the following exterior revisions are NOT considered acceptable:

1. New rooftop equipment that is visible from adjacent streets or properties.
2. Equipment screening not considered an integral part of the roof design.
3. Roll-up doors that face a street or residential area.
4. New windows/doors that are inconsistent with the architectural design of the building.
5. Colors/materials that are inconsistent with the Citywide Design Guidelines.
6. Non-decorative railings and bollards.