



HOW TO OPEN A SMALL BUSINESS IN THE CITY OF SIMI VALLEY



CITY OF SIMI VALLEY



WELCOME

Congratulations on your decision to open your business in the City of Simi Valley! Simi Valley is the ideal place for your business. Companies have chosen to locate in Simi Valley for a variety of reasons: attractive facility cost, diversified housing stock, productive and educated labor force, and an outstanding quality of life. These benefits, combined with the commitment of the City Council, the Chamber of Commerce, and the community, have created an environment for your business to succeed. As a primary gateway between Los Angeles and Ventura County, Simi Valley is less than an hour from downtown Los Angeles, and offers a short commute to both Los Angeles International (LAX) and Burbank Airports. Port of Hueneme, the only deep-water port of entry between Los Angeles and San Francisco, is located only 30 minutes away from the Simi Valley community.

In addition to being a great place to open or relocate a business, Simi Valley is also a great place to live. We provide an ideal Southern California location for businesses to call home. Simi Valley's miles of bike trails, beautiful parks, equestrian trail systems, distinguished schools, open-air Town Center Mall, and two PGA-level public golf courses that provide a great opportunity to mix business with pleasure, all contribute to Simi Valley's enviable standard of living. Here are a few other reasons why businesses choose the Simi Valley community:

- No Business License
- No Utility Tax
- Low Property and Sales Tax
- Expedited Permit and Plan Check

The City of Simi Valley is dedicated to assisting companies locating in Simi Valley. For this reason, staff has designed a procedural guide identifying the various processes involved with opening a business in the City of Simi Valley along with referencing federal, state, and county requirements pertinent to business owners. If you are new to the development process, the City's Economic Development team will facilitate meetings, assemble staff, and assist property and business owners through the various phases of project development, including plan submittal, permit processing, construction inspection, and Certificate of Occupancy. We hope this booklet serves as an informational resource that helps facilitate the opening of your business.

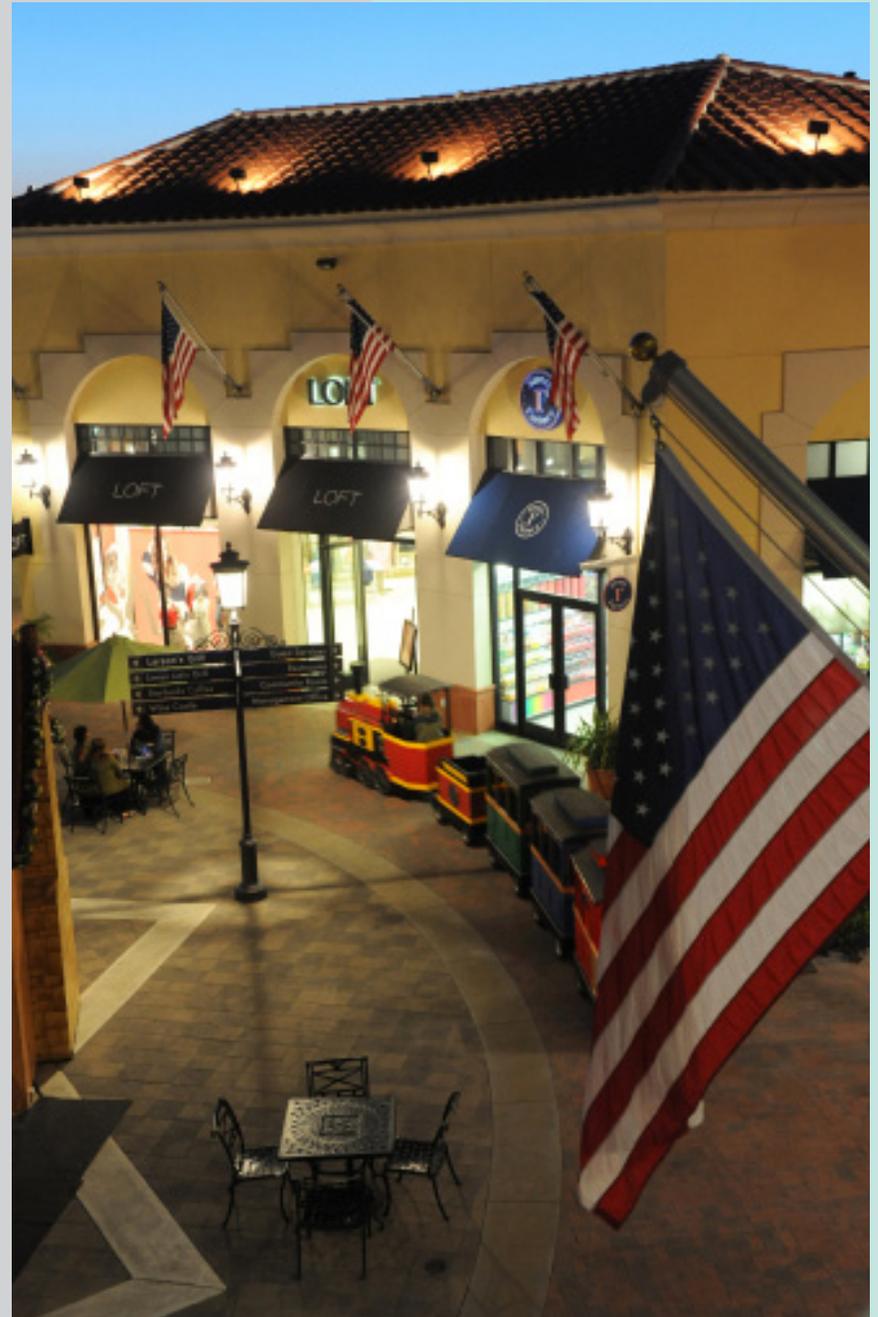


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Photographs displayed in this booklet are of businesses located in the City of Simi Valley.



Pretty As You Please

Chapter 1: Creating The Business Name

The Fictitious Business Name (FBN)

A Fictitious Business Name Statement is a public announcement that a business intends to use an assumed name or a trade name, which does not include the full legal name of the owner or suggests evidence of multiple owners. The California Business and Professions Code Section (B&P Code SS 17910, 17915) requires every person who operates a for-profit business in the state of California under a fictitious business name to file a fictitious business name statement 40 days prior to the first business transaction.

Who needs to file for a Fictitious Business Name Statement?

- Individuals with a business name that does not include the surname of the individual or a name that suggests more than one owner
- Partnerships with a name that does not include the surname of each general partner or a name that suggests additional owners (e.g. "Company" or "Associates")
- Limited Partnerships that reference any name other than the name on file with the Secretary of State
- Corporations with a name that is not stated in their articles of incorporation

Filing the Fictitious Business Name Statement

It is important to confirm that the proposed name for your business has not been selected by another organization prior to filing. Businesses can obtain confirmation by accessing the County of Ventura's Clerk & Recorder web page (<http://recorder.countyofventura.org/fbn.htm>) and verify that the proposed name is not referenced in the FBN Index Search.

Fictitious Business Name Statement Applications are available to complete on-line (<http://recorder.countyofventura.org/fbn.htm>) or can be picked up at the following location:

**Ventura County Government Center
Office of the County Clerk and
Recorder Office
800 S. Victoria Avenue
Ventura, CA 93009-1210
(805) 654-3788**

If you do not file for a fictitious business statement, you will not be able to enforce any contracts you sign under the business name unless the name legally belongs to you. In addition, a large majority of banks will not allow you to open a bank account unless you have shown proof of a filed Fictitious Business Statement.

Filing Fees

The Ventura County Clerk requires that the fees for the FBN statement be paid in advance. The registration fee is \$53 for one business name with one owner, plus \$10 for each additional registrant. There is also a \$10 fee for each additional business name. Any abbreviation or variation of the business name is considered a different business name and requires additional filing fees. Fees are subject to change.

The Fictitious Business Name Statement expires five years from the date it is filed in the office of the County Clerk. A renewal statement must be filed on or before the expiration date.

Publication Requirements

The County of Ventura requires that within 30 days after the filing of the fictitious business name statement with the County Clerk, the statement be published in a newspaper that circulates in the area of where the business is to be conducted. It is required that the statement be published once a week for four consecutive weeks with at least five days between each date of publication. Within 30 days of the last publication, **an affidavit showing the publication of the statement must be filed with the County Clerk.** The newspaper you select will either mail the affidavit to the County Clerk or they will mail it to you, and you must then mail or bring in the affidavit to the County Clerk's Office.

The following two publications circulate within the City of Simi Valley:

The Simi Valley Acorn
30423 Canwood Street, Ste. 108
Agoura Hills, CA 91301
(805) 367-8232

The Ventura County Star
P. O. Box 6006
Camarillo, CA 93011
(805) 437-0000

Chapter 2 - The Business Structure

Determining the best structure for your business is one of the most important decisions you will need to consider. Consulting with legal counsel is highly recommended so that the business owner can attain a comprehensive explanation of the individual liability and potential tax implications associated with the various business structures. The five business structures are:

Sole Proprietorship

Involves one individual who owns and operates the business. He or she is personally responsible for the company's liabilities. Expenses and income from the business are included on the individual's personal tax return. Business earnings are taxed only once, unlike other business structures.

General Partnership

General partners own and operate the business. They are personally liable for the partnership's debt and liabilities for the partnership. A General Partnership does not pay taxes on the income from the partnership since it "passes through" any profits or losses to the individual partners. A General Partnership is typically more expensive than a sole proprietorship since it involves more legal and accounting services. Partnerships must file a tax return (IRS form 1065) that reports both its income and loss. Individual partners receive a K-1 form for their share of income or losses to be reported on that owner's tax return.

Limited Partnership

A limited partnership has both general and limited partners. Limited partners serve only as investors and have no control over the company; therefore they are not subject to the same liability as the general partners. Their liability is limited to his or her financial investment in the company. Limited Partnerships must file a Certificate of Limited Partnership with the Secretary of State. On-line applications are also available at the State's website (www.sos.ca.gov/business/be/forms.htm).

Secretary of State
Department Filing Support Unit
P.O. Box 944225
Sacramento, CA 94244
(916) 657-5448

Limited Liability Company

A Limited Liability Company, also known as a LLC, is a flexible business structure sharing characteristics of both a corporation and a partnership. The LLC has limited liability like a corporation and allows the entity to pass through income and losses to individual partners like a partnership. They are also taxed once on the individual level. Limited Liability Companies must file their Articles of Organization with the Secretary of State. On-line applications are also available at the State's website (www.ss.ca.gov/business/business.htm).

Corporation

The corporation structure is the most complex. The State recognizes this structure as a separate legal entity having its own rights and liabilities from its members. One of the key benefits to forming a corporation is the avoidance of personal liability. However, the cost to form a corporation is expensive and it requires more accounting and tax preparation services than other structures. Owners of a corporation pay a double tax on the business's earnings. They are subject to corporate income tax and are also taxed for dividend earnings distributed to them as shareholders on their personal returns. Like the Limited Partnership and Limited Liability Companies, you will need to register the corporation with the State of California. On-line applications are also available at the State's website (www.ss.ca.gov/business/business.htm).

Mailing Addresses:

(Partnerships & LLC filings)
Secretary of State
Department Filing Support Unit
P. O. Box 944225
Sacramento, CA 94244
(916) 657-5448

Secretary of State
Corporations Unit
1500 11th Street
Sacramento, CA 95814
(916) 657-5448



Aubergine Emporium

Chapter 3 The Business Location

Selecting the right location for your business is another important step you will have to undertake. A great location will help attract a strong customer base and good employees. Consider the following when searching for a location:

City of Simi Valley's Economic Development Department

Before initiating the search, utilize the services of the City of Simi Valley's Economic Development Department. Staff will assist you in finding the ideal location for your business.

City of Simi Valley
Economic Development Department
2929 Tapo Canyon Road
Simi Valley, CA 93063
(805) 583-6701

City of Simi Valley's Planning Division

Prior to signing a lease agreement or moving into a location, contact the City of Simi Valley's Planning Division to ensure that the location is properly zoned for the business type. The business must meet zoning requirements to ensure that the location and business type are compatible. If the location is not zoned for the intended usage, you may need to file an application for a Conditional Use Permit (CUP). Further discussion is provided in Chapter 6, Opening a Business in the City of Simi Valley.

City of Simi Valley
Environmental Services
Department
Planning Division
3855-A Alamo Street
Simi Valley, CA 93063
(805) 583-6723



Skatelab

City of Simi Valley's Building And Safety Division (Intended Usage)

Contact the City's Building & Safety Division to ensure that the building design is compatible for the intended usage (e.g. an office building would not be suitable for businesses with particular occupancies such as a restaurant or an assembly hall).

City of Simi Valley
Environmental Services Department
Building & Safety Division
3855-A Alamo Street
Simi Valley, CA 93063
(805) 583-6769

Covenants, Conditions and Restrictions (CC&R's)

Inquire about potential Covenants, Conditions and Restrictions (CC&R's) with the property manager or developer of the property that you are considering. The CC&R is an agreement that is incorporated in the deed to the property and typically restricts how the property can be used.

Commercial Lease Agreements

When negotiating a lease agreement for a space suitable for your business, consider the following:

- Ensure that the site is adequate for your business and its anticipated growth during the lease agreement term.
- Ensure that the landlord guarantees that the building is in compliance with applicable laws.
- Ensure that the agreement includes a sufficient rent-free period in order to obtain permits and complete required construction for the tenant improvement process.
- Ensure that the agreement limits your liability for compliance with future laws. A tenant's liability should be limited to those items required solely for the tenant's usage of the site.

Chapter 4 Business Tax Certificate, Licenses, and Permits

City of Simi Valley Business Tax Certificate

Every new business is required to obtain a Business Tax Certificate prior to conducting business within the City. The tax for most businesses is based on annual gross receipts for the previous year and is determined according to the schedule below. A flat rate schedule exists for specific types of operations (e.g. amusement activities, studio filming, swap meet vendors and delivery trucks for businesses outside of the City) in addition to a separate schedule for Automobile Dealerships. Applications and tax schedules can be obtained through the Planning Division at (805) 583-6769 or online through the City's web site at www.simivalley.org.

Gross Receipt Schedule

| From | To | Applicable Tax |
|------------|------------|----------------|
| \$ 0 | \$ 300,000 | \$ 0.00 |
| \$ 300,001 | \$ 400,000 | \$ 150.00 |
| \$ 400,001 | \$ 500,000 | \$ 187.50 |
| \$ 500,001 | \$ 600,000 | \$ 225.00 |

Schedule continues at the rate of \$37.50 per \$100,000 gross receipts.

City of Simi Valley Business Permits

In addition to a Business Tax Certificate, certain operations will also need to obtain a permit through the City of Simi Valley.

- Billiard Rooms
- Bingo
- Circuses and Carnivals
- Dance Halls
- Firearm Dealers
- Massage Parlors/Therapists
- Parades and Shows
- Pawnbrokers
- Secondhand Dealers
- Solicitors
- Taxicabs

Ventura County Licenses & Permits

Health Department permits are required from the Environmental Health Department of Ventura County on those businesses that handle food, hazardous materials and waste, medical waste and other contaminants that have an impact on the environment. Food establishments include fixed places of business, canteen trucks, ice cream trucks, and temporary food stands, etc. For more information, access the Ventura County Health Department's web site at <http://www.ventura.org/rma/envhealth/> or contact:

Ventura County Government Center Environmental Health

800 South Victoria Avenue
Ventura, CA 93009
(800) 654 – 2480

The California Department of Alcoholic Beverage Control will require liquor license if the business sells alcohol or allows consumption of alcohol. Applications are available online at <http://www.abc.ca.gov/districts.asp> or at the following address:

California Department of Alcoholic Beverage Control

1000 South Hill Road, Suite 310
Ventura, CA 93003
(805) 289-0100

Additional Permits

To determine if your business requires additional permits and/or licenses, visit the State of California's website at www.CALGOLD.ca.gov for a list of required permits and licenses.



Aspen Center

Chapter 5 Federal and State Taxes

Prior to opening your business, you will need to complete paperwork to establish your business as a tax-paying entity. The following is a reference of the taxation agencies and documentation required to pay business tax.

Federal Tax

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to identify a business entity. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities. The IRS uses the EIN to identify taxpayers that are required to file various business tax returns. EIN applications are available online through the IRS website www.irs.gov.

State Tax

The California State Board of Equalization (BOE) collects sales and use tax, fuel, alcohol, and tobacco taxes and fees from applicable businesses. The State will also require the business to obtain a seller's permit if the business plans to sell or lease merchandise, vehicles, or other tangible personal property in California. The seller's permit allows the owner to sell items at the wholesale or retail level. There is no fee for the permit, however, the State may require a deposit. For more information regarding the various taxes, fee schedules, and applicable applications, access the BOE's website at www.boe.ca.gov or contact a local BOE branch below:

Van Nuys Office

15350 Sherman Way, Suite 250
Van Nuys, CA 91406
(818) 904-2300

Ventura Office

4820 McGrath Street, Suite 260
Ventura, CA 93003
(805) 677-2764

Employment Development Department (EDD)

The Employment Development Department (EDD) is one of the largest tax collection agencies in California. The EDD is responsible for administering the collection of unemployment insurance, the employment training tax, disability insurance tax, and personal income tax withholding programs.

The EDD also serves, as a lead employment service agency, assisting California employers with their labor needs. For additional information regarding the EDD, access their website at www.edd.ca.gov or contact (888) 745-3866.

EDD Field Offices

Ventura*

4820 McGrath Street, Suite 200
Ventura, CA 93003
(888) 945-3886

Van Nuys

6150 Van Nuys Boulevard
Room 210
Van Nuys, CA 91401
(888) 745-3886

**Forms and lobby telephone available only. Open counter not available.*

California Tax Board

The California Tax Board, also known as the Franchise Tax Board (FTB), is responsible for managing two primary tax programs for the State: Personal Income Tax and the Corporate Tax. Individuals, sole proprietorships, and partnerships typically pay personal income tax. The FTB imposes a corporate tax called the unitary method of taxation. This method taxes a corporation based on all income, including international earnings, rather than taxing only the income earned within the state and country. For additional information regarding personal income tax, corporate tax requirements, and tax payments, access the Agency's website at www.ftb.ca.gov or contact the Franchise Tax Board.

The Franchise Tax Board
P.O. Box 942840
Sacramento, CA 94240
(800) 852-5711

Theresa's Country Feed and Pet



Chapter 6 The City of Simi Valley's Permit Process

Like most cities, businesses looking to open in Simi Valley will need to meet both City and State requirements regarding architectural design, building occupancy, building permits, construction, parking, business signage, landscaping, and possible public right of way and sewer improvements. This guide serves to orientate the business owner with the City's permit process and the various City departments and local agencies that may be involved with the opening of the business. The City's Economic Development team is available to assist business owners through the process. Please contact the Economic Development Office at (805) 583-6701 for assistance.

Planning Division

The Planning Division is responsible for the preparation and implementation of the City's General Plan, zoning, land use, and environmental studies. In an effort to serve the residents and businesses of the community, the Planning Division works in partnership with other staff from the City's Building and Safety Division and the Public Works Department, along with State and County agencies involved in the project.

The Planning Division will be your first point of contact when starting your business. Staff will provide guidance regarding zoning requirements, architectural design, permit processing, and plan check. Planning Division staff will also identify personnel from other City departments and divisions who will be involved with the business start up.

Zoning Requirements

Prior to signing a lease or purchasing a property, you will need to work with the Planning Division to ensure that the business type and the potential site are compatible. You will also need to ensure that the proposed site meets the parking requirements identified by Planning staff. You can obtain this information by visiting or calling the Planning Public counter.

Prior to opening the business, you may be required to obtain a Conditional Use Permit (CUP) and/or a Modification (MOD) to the existing building. Some businesses may require a Conditional Use Permit, as listed in the Zoning Code, to determine any impact the business may have on the surrounding areas. A Modification is issued to businesses making exterior alterations

to the proposed commercial space. In both cases, an application will be required and applicants are notified, in writing, of any required or advised corrections within 30 days. Permit issuance is dependent on meeting the City requirements including any mitigation measures based on environmental evaluations. The application will be reviewed and approved by either Planning Division staff or the Planning Commission depending on the size of the proposed project.

Home-Based Businesses

If you plan to operate your business out of a residence, a Home Occupation Permit will be required from the Planning Division. This permit is for **home office use only**. The permit does not allow the use of the garage, carport, or yard as an area for business operations.

Commercial Signage

The City of Simi Valley's Sign Ordinance regulates the design, placement, type, size, and number of signs allowed within the City. Prior to placing a sign at your storefront or constructing a monument sign, you must first obtain a Sign Permit. The Planning Public Counter will issue a Sign Permit after reviewing the proposed sign. If you are leasing the property, documentation acknowledging the property owner's approval will be required.

Planning Division
3855-A Alamo Street
Simi Valley, CA 93063
(805) 583-6769
www.simivalley.org

Building and Safety Division

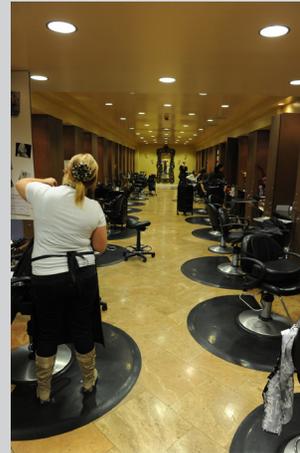
The Building and Safety Division provides construction plan reviews and inspections for all developments and projects to ensure that the minimum requirements of the California Building, Electrical, Plumbing, Mechanical and Energy Codes are adhered to. If the opening of your business involves new construction or a modification to an existing building, the Building and Safety Division will also be involved in the business project.

The Building and Safety Division also ensures that the building design is appropriate for the proposed type of business per the requirements of the California Building Code. As referenced earlier in Chapter 3, the proposed building design must be compatible with the intended usage. Staff from Building and Safety can provide you with this information.

For additional information regarding the construction and building code requirements, access the City's website at www.simivalley.org or contact staff at the following location:

Building and Safety Division
3855-A Alamo Street
Simi Valley, CA 93063
(805) 583-6723

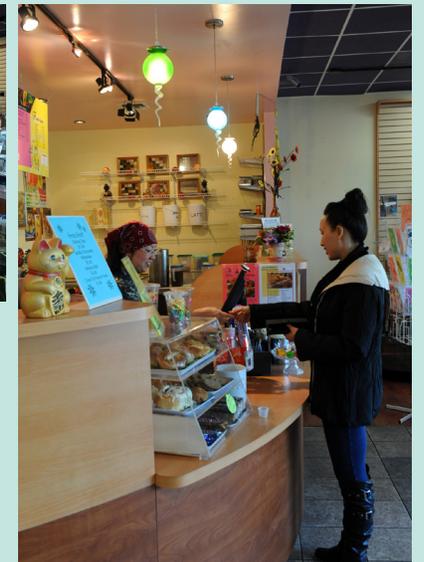
Wood Ranch Professional Center



Bella Amore



118 Cafe



Cedar Plaza



Public Works Department - Engineering

If the location of your business involves improvements to the public right of way (e.g. modifying existing or adding new driveways, constructing wheel chair ramps, curbs, sidewalks, widening or re-striping streets), engineering staff from the Public Works Department will be involved in the permit process. Depending on the type, size and extent of the improvement, a soils report and/or drainage study may be required. If an encroachment permit for improvements is needed in the public right of way, Public Works staff will coordinate with the applicant and their engineer, identifying the improvements necessary to comply with the City's development code prior to construction of any building. The Public Works Department will also provide construction plan review and inspections for public right of way improvement projects.

For additional information regarding improvements to the public right of way, access the City's website at www.simivalley.org or contact staff at the following location:

Public Works Department
2929 Tapo Canyon Road
Simi Valley, Ca 93063
(805) 583-6786



City Development Services Building

Public Works Department – Environmental Compliance Division (ECD)

If your business is a restaurant, food, manufacturing or auto facility, or provides medical, dental, veterinary, or photo-processing services, the Environmental Compliance Division will also be involved in the business project. The Environmental Compliance staff enforces the City's Sewer Use, Stormwater, and Water Conservation Ordinances. By monitoring, inspecting and evaluating the business's practices and operations, the Division protects the public health and the environment from toxic, hazardous, and other pollutants. New businesses are required to complete an Environmental Compliance Discharge Permit Application. The applicant may also be required to submit a floor plan and plumbing plans. Depending on the type of business, you may be required to install a pretreatment device such as a grease interceptor, prior to obtaining building permits. For more information, please access the City's website at www.simivalley.org or contact the Environmental Compliance Technical Assistance hotline at (805) 583-6420 or environmentalcompliance@simivalley.org.

Public Services Center
500 West Los Angeles Avenue
Simi Valley, CA 93065
(805) 583-6420



Department of Environmental Services

Public Works Department – Sanitation

Some business owners may be required to submit a “Will Serve letter” in order to attain a Building Permit if a property either (1) does not have or (2) needs a service change to sewer and/or water services. Will Serve letters are issued by the City’s Public Works Department for all sewer services and for water services within the Ventura County Waterworks District No. 8 service area. Water services within the Golden State Water Company service area are reviewed directly by Golden State Water Company. If Will Serve letter(s) from the City and/or Waterworks District No. 8 are needed, the applicant must submit a site plan (for water or sewer service) and a floor plan or seating plan (for sewer service) to the Public Works Department for review. The plans will be reviewed for suitability of service, and for determining the fee(s) applicable to connecting the service(s). The applicant will be issued the Will Serve letter(s) upon approval of plans and payment of the applicable fee(s).

Public Services Center
500 West Los Angeles Avenue
Simi Valley, CA 93065
(805) 583-6400

Ventura County Fire Protection District

The City’s Building and Safety Division will identify whether the Ventura County Fire Protection District will need to approve your construction plans. Approval from this Agency is typically required for most construction projects. While based in Camarillo, the Ventura County Fire Protection District is at the Building and Safety Division to answer questions on Tuesdays and Thursdays from 10:00 AM to 12:00 PM. For projects needing the District’s approval, construction plans will need to be submitted to the following address:

Ventura County Fire Protection District
165 Durley Road
Camarillo, CA 93010-8586
(805) 389-9710

Ventura County Environmental Health Division

The City’s Building and Safety Division will also identify whether the Ventura County Health Environmental Division will need to approve your plans. Food-handling establishments, businesses that produce hazardous materials and waste, medical waste and other contaminants will need approval from this Agency.

Ventura County Government Center
Environmental Health
800 South Victoria Avenue
Ventura, CA 93009
(800) 654-2480



Fuji Japanese Restaurant



Red's Barbecue

Chapter 7 The Tenant Improvement Process

The Tenant Improvement Process

Most owners opening or relocating a business in the City of Simi Valley will go through a process called a “tenant improvement.” A tenant improvement involves an alteration to an existing building and can range from adding new electrical, plumbing fixtures, moving or adding walls, to an extensive construction remodel. Plans showing the proposed work will be required in order for staff to issue the applicable building permits, (e.g. electrical, mechanical, plumbing).

The Permit Process

There are four components to a the tenant improvement process:

- I) Construction Plan Preparation
- II) Construction Plan Submittal/Review
- III) Permit Issuance and Construction
- IV) Occupancy

I) Construction Plan Preparation

The first step to ensuring a successful construction project involves hiring a licensed architect and/or engineer to draw your construction plans.

Typically, plans prepared by a licensed architect and/or engineer will result in both time and cost savings during the construction phase and will facilitate a smoother tenant improvement process.

As a courtesy, a walk through of the proposed site can be arranged with the City’s Building and Safety staff, business owner, and architect to address any questions or concerns regarding general code requirements prior to plan submittal.

Plans consisting **of all proposed** architectural, disabled access, energy, plumbing, mechanical, and electrical changes will need to be submitted to the City for plan review and permit processing. Although not required, it is recommended that all plans be submitted **at the same time.**

To assist the design professional in drawing the proposed scope of work, the City is providing the following reference material in the

Index Section (pages 16-33) of this guide outlining the various code and State requirements for the designer’s review:

- Tenant Improvement Guide - Over-the-Counter (OTC) < 3,000 Square Feet
- Tenant Improvement Guide – Square Footage > 3,000
- Tenant Improvement Plan Requirements
- Accessibility Requirements

To help the business owner familiarize himself with the tenant improvement process and gain a better understanding of the City’s departments, external agencies, and steps involved, a flow chart of the Tenant Improvement Process in also enclosed in the Index Section of the guide (page 30).

Small Projects

If the tenant improvement involves a simple modification, an unlicensed designer or licensed contractor performing the work may be allowed to submit the proposed plans. Building and Safety will make this determination once the Scope of Work has been defined.

II) Construction Plan Submittal/Review

Once your architect and/or engineer have completed the construction plans, City engineers will need to ensure that the drawings comply with California Building Code. This is the second component of the tenant improvement process and is often called “Plan Check”. It is not uncommon for plans to be returned to the architect and or engineer with corrections. For this reason, plans typically reenter the “plan check” process for a second review. Building and Safety staff will determine the appropriate plan check fees at time of plan submittal. Plan check fees are based on the scope of work of the project, which is determined by the size and type of construction.

Over the counter plan review for non-structural improvements is available for existing buildings when total area is less than 3,000 square feet. Service by appointment is available on Tuesdays and Thursdays between 8:00 AM and 10:00 AM and can be arranged by calling (805) 583-6723. Plan check is also available by appointment with the respective plan checker. Standard plan review for tenant improvements on existing buildings exceeding 3,000 square feet or “A” type occupancies such as restaurants will require a 10 to 15-business day turn around. Building permits are not issued until all City staff and applicable agencies have approved the proposed plans.

III) Permit Issuance and Construction

Once construction plans have been approved and prior to beginning construction, a building permit is issued to the owner of the property or a licensed contractor. When a permit is issued to the property owner, the term of 'Owner/Builder' is referenced on the permit. Building and Safety staff will provide the 'Owner/Builder' with documentation informing them of their responsibilities and possible risk of having the permit issued in the Owner/Builder name. If the permit is issued to a licensed contractor, the contractor will be required to provide evidence of Worker's Compensation insurance. The contractor must have a Business Tax Certificate in order to obtain the permit. In addition, insurance must be maintained throughout the construction period per regulations of the California Labor Code.

Larger projects will require a pre-construction meeting. A pre-construction meeting typically includes Building and Safety inspection and engineering staff along with the project's superintendent. The meeting provides an opportunity to review time frames, construction requirements, and the City inspection process.

Please note that it is important to schedule all of the necessary building inspections in order to review each phase of construction. It is the City inspector's job to ensure all work is consistent with the approved plans and all applicable State codes. The City inspector will not make inspections unless it is scheduled by the contractor or project manager. Inspections can be scheduled for the next business day by calling (805) 583-6723 no later than 3:00 PM on the day preceding the inspection.



Corporate Point

IV) Occupancy

The final phase of the tenant improvement process includes obtaining final approvals from City departments and external agencies involved with the project. Depending on the type of business and scope of the project, you may need to obtain sign-off from the City's Planning and Public Works Department, along with the Ventura County Fire and Environmental Health Departments.

During the construction process, the building inspector will provide correction notices, informing the contractor or superintendent of items that do not meet building code requirements. All outstanding code requirements must be resolved prior to requesting the final inspection.

Once construction is complete, final inspections and sign-offs are obtained from both City departments and external agencies, the City's Building Official will issue a Certificate of Occupancy. This legal document allows you to occupy your new business space.



Tapo Plaza

THE CHECKLIST

The following is a brief summary of the items that may be required for opening a business in the City of Simi Valley.

- Create Company name
- File for Fictitious Business Name (FBN) with the County of Ventura
- Seek legal council to determine appropriate business structure
- Determine if location and building is compatible with proposed intended usage
- Contact the Planning Division for Zoning Clearance (if required)
- If changes to the exterior of the building are proposed, contact the Planning Division to determine what type of plans and/or permits are required
- If changes to the interior of the building are required for the opening of your business, contact the Building and Safety Division to determine what type of construction plans and/or energy calculations are required for plan submittal and what local agencies will be involved in the project approval process
- Hire an architect and/or engineer to prepare plans of all proposed construction
- Provide your consultants with the reference guides in the Index Section of this Guide (pages 16-33) outlining the various code and State requirements
- Obtain Business Tax Certificate from the Planning Division
- Obtain any business or other required State or local licenses applicable to the business operation
- Submit plans to Building and Safety for “plan check” and obtain final approval
- Submit plans to the Planning Division, if applicable, and obtain final approval
- Submit plans to Public Works, if applicable, (Environmental Compliance, Engineering/Public Right of Way Improvements, Sanitation) and obtain final approval
- Submit plans to applicable local agencies (e.g. Ventura County Fire Protection District, Ventura County Health Division)
- Ensure contractor managing the project has a current City Business Tax Certificate and a State Contractors License
- Pull permits
- Commence construction
- Schedule inspections with City inspector(s)
- Schedule inspections with applicable agencies
- Remedy all correction notices from inspector(s)
- Schedule final building inspection
- Obtain Certificate of Occupancy (if applicable)

Chapter 8 Doing Business with the City of Simi Valley

If you are a small business owner that can provide products and services to the City of Simi Valley in both the desired quality and quantities, we would like to assist you in your sales efforts. The City of Simi Valley is always interested in securing responsible vendors who can meet its needs in a prompt and economical manner.

The City maintains a vendor information file of suppliers interested in doing business with the City. This information is used as a resource in the development of bid lists. Information concerning your company and the products or services you sell should be sent to:

City Purchasing Agent
City of Simi Valley
2929 Tapo Canyon Road
Simi Valley, CA 93063

Receipt of vendor information does not guarantee that the vendor will be notified every time a bid for that particular service or product is requested. However, every effort is made to utilize vendors interested in doing business with the City and to include those firms into the City's bidding process.

All purchases in excess of \$2,500 require a purchase order and the City has a net 30 payment policy (invoices are paid within thirty days of receipt of invoice and acceptance of the order). The purchase order number is vital to doing business with the City and it serves as your insurance for payment.

Local Vendors

The City accepts the lowest responsible bid. However, the City does provide an adjustment to bids from Simi Valley based vendors for the amount of sales tax returned to the City by the State Board of Equalization. For most transactions, the amount of the adjustment would be 1% of the purchase amounts.

Additional information is provided on the City's website at www.simivalley.org.



Simi Valley Hospital



Music & Music



Corporate Pointe



Campos

ADDITIONAL RESOURCES

City of Simi Valley Chamber of Commerce

40 W Cochran Street, Suite 100
Simi Valley, CA 93065
(805) 526-3900

Membership organization that partners with government, education, and associate organizations enhancing business development in the community.

Tri-County Better Business Bureau

213 Santa Barbara Street, P.O. Box 129
Santa Barbara, CA 93101
(805) 963-8657

The bureau serves Ventura, Santa Barbara, and San Luis Obispo Counties. Promotes businesses located in the tri-counties.

California Capital Access Program (CalCap)

304 South Broadway, Suite 550
Los Angeles, CA 90013-1224
(213) 620-4467

A program managed by the State Treasurer where California's small business owners can obtain loans from participating lenders.

Economic Development Collaborative Ventura County

1601 Carmen Drive, #215
Camarillo, CA 93010
(805) 384-1800

An economic development organization providing programs that promote jobs and economic growth.

Ventura County Job & Career Center

980 Enchanted Way
Simi Valley, CA 93065
(805) 955-2211

A resource center for job seekers and local businesses.

Small Business Development Center (SBDC)

Sponsored by the Economic Development Collaborative
1601 Carmen Drive, #215
Camarillo, CA
(805) 384-1800

Provides consultations and training sessions to small business owners in the Ventura County area.

AGENCY DIRECTORY

County Government Center Office of the County Clerk and Recorder Office

800 Victoria Avenue
Ventura, CA 93009-1210
(805) 654-3788

Department of the Treasury Internal Revenue Service

Sacramento, CA 93888
(800) 829-4933

Contractors State License Board

9821 Business Park Drive
Sacramento, CA 95827
(805) 321-2752

The Franchise Tax Board

P.O. Box 942840
Sacramento, CA 94240
(800) 852-5711

U.S. Postal Office

2551 Galena Avenue
Simi Valley, CA 93065
(805) 526-9819

U.S. Postal Service

225 Simi Village Drive
Simi Valley, CA 93065
(805) 584-0278

Ventura County Environmental Health Division

800 South Victoria Avenue
Ventura, CA
(800) 654-2480

Ventura County Fire Protection District

165 Durley Road
Camarillo, CA 93010-8586
(805) 389-9710

Ventura County Air Pollution Control (VCAPCD)

669 County Square Drive
Second Floor
Ventura, CA 93003
Phone: (805) 645-1400
Fax: (805) 645-1444

California Department of Alcoholic Beverage Control

1000 South Hill Road, Suite 310
Ventura, CA 93003
(805) 289-0100

California Energy Commission

1516 Ninth Street, MS-29
Sacramento, CA 95814
1-800-772-3300 (toll free in CA)
title24@energy.state.ca.us

California State Board of of Equalization (BOE)

Ventura Office
4820 McGrath Street, Suite 260
Ventura, CA 93003
(805) 677-2764

**CITY OF SIMI VALLEY
DEPARTMENT DIRECTORY**

Economic Development Department

2929 Tapo Canyon Road
Simi Valley, CA 93063
(805) 583-6701

**Environmental Services Department
Planning Division**

3855-A Alamo Street
Simi Valley, CA 93063
(805) 583-6769

**Environmental Services Department
Building and Safety Division**

3855-A Alamo Street
Simi Valley, CA 93063
(805) 583-6723

Public Works Department

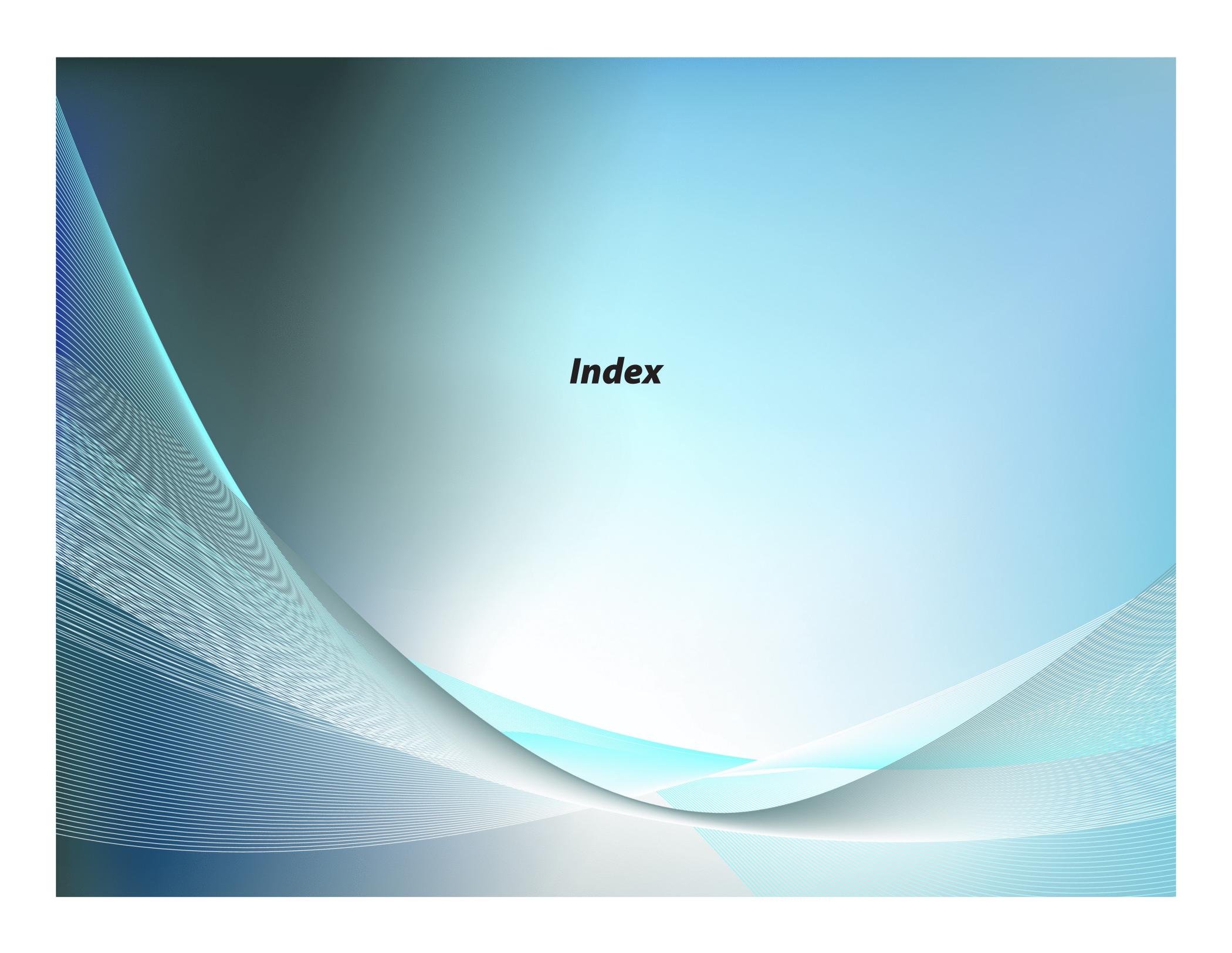
2929 Tapo Canyon Road
Simi Valley, CA 93063
(805) 583-6786

**Public Services Center
Environmental Compliance
Division**

500 West Los Angeles Avenue
Simi Valley, CA 93065
(805) 583-6400

**Public Services Center
Sanitation**

500 West Los Angeles Avenue
Simi Valley, CA 93065
(805) 583-6400

The background features a gradient from dark blue at the top to light blue at the bottom. On the left and right sides, there are decorative elements consisting of numerous thin, parallel lines that curve and flow, creating a sense of motion and depth. The word "Index" is centered in the middle of the page.

Index

BUILDING & SAFETY

NON-RESIDENTIAL PLAN CHECK CORRECTION LIST

ACCESSIBILITY REQUIREMENTS:

1. Provide complete elevations and plans with notes, detailing, and dimensions on the plans that show disabled access requirements for this project, including but not limited to the information on Figures 11B-1A & 1B. (CBC 106.1.1)
2. Clearly identify a path of travel from the public way and accessible parking spaces as required with dashed lines or arrows. Detail and dimension accessible parking spaces, curb ramps, pedestrian ramps and doors along the designated path. Plans must indicate the slope of the path of travel, other than at ramps, does not exceed 5% in the direction of travel and maximum 2% cross slope.
3. Check stands, including service counters requiring a surface for transactions, shall be made accessible by providing a 36" minimum clear aisle width on the customer side of the check stand. Where check stands are provided, the number of check stands that are accessible shall be as shown in Table 11B-2. (CBC 1110B.1.3)
4. Toilet room floors shall have a smooth, hard, non-absorbent surface such as Portland Cement, concrete, ceramic tile or other approved material which extends upward onto the walls at least 6". Walls within water closet compartments and walls within 24" of the front and sides of urinals shall be similarly finished to a height of 48" and, except for structural elements, the materials used in such walls shall be a type, which is not adversely affected by moisture. (CBC 1115B.3.1.6, 1210.1) Vinyl or linoleum flooring does not qualify as smooth, hard, non-absorbent surface.
5. For single-accommodation toilet facilities, there shall be in the room a clear floor space of at least 60 inches in diameter. (CBC 1115B.3.2)
6. A minimum of 28 inches wide clear floor space is required where the water closet is adjacent to a fixture or a minimum of 32 inches wide clear floor space adjacent to a wall or partition. (CBC 1115B.4.1.1)
7. Where one or more wall-hung urinals are provided, at least one with an elongated rim projecting a minimum of 14 inches from the wall and a maximum of 17 inches from the wall and a maximum of 17 inches above the floor shall be provided. (CBC 1115B.4.2)
8. Provide a side elevation view of the accessible lavatories showing the minimum required knee clearances per CBC Figure 11B-1D. (CBC 1115B.4.3)
9. The centerline of the water controls for accessible showers shall be located 40 inches above the shower floor. (CBC 1115B.4.4.4) Hand-held sprayer unit shall be mounted such that the top of the mounting bracket is at a maximum height of 48 inches above the shower floor. (CBC 1115B.4.4.5)
10. All drinking fountains shall be located completely within alcoves or wing walls shall be provided on each side of the drinking fountains. The alcove in which the drinking fountain is located shall not be less than 32 inches in width and 18 inches in depth. There shall be a minimum of 32 inches clear between the wing walls. (CBC 1115B.4.6.3)
11. The diameter of the gripping surfaces of a grab bar shall be 1¼ to 1½ inch. (CBC 1115B.7.1)
12. All building entrances that are accessible to and usable by persons with disabilities shall be identified with a sign displaying the International Symbol of Accessibility and with additional directional signs, as required, to be visible to persons along approaching pedestrian ways. Show detail and location of sign on the plans. (CBC 1117B.5.8.1.2)

13. In retail stores where counters have cash registers and are provided for sales or distribution of goods or services to the public, at least one of each type shall have a portion of the counter which is at least 36" in length with a maximum height of 34" above the finish floor. (CBC 1122B.5)
14. Site development and grading shall be designed to provide access to all entrances and exterior ground floor exits, and access to normal paths of travel and where necessary to provide access, shall incorporate pedestrian ramps, curb ramps, etc. Access shall be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones if provided, and public streets and sidewalks. The accessible route of travel shall be the most practical direct route between accessible building entrances, accessible site facilities and the accessible entrance to the site. (CBC 1127B.1)
15. Curb ramps shall conform to the requirements of CBC Section 1127B.5.
16. Maximum slopes of adjoining gutters, road surface immediately adjacent to the curb ramp, or accessible route shall not exceed one unit vertical to 20 units horizontal (5% slope). (CBC 1127B.5.3)
17. Transitions from curb ramps to walks, gutters, or streets shall be flush and free of abrupt change. The slope of the fanned or flared sides of curb ramps shall not exceed one unit vertical to 10 units horizontal (10% slope). All curb ramps shall have a grooved border 12" wide at the level surface of the sidewalk along the top and each side approximately ¾" on center. (CBC 1127B.5.3 & 1127B.5.6)
18. Curb ramps shall have raised truncated domes that extend the full width and depth of the curb ramp, excluding the flared sides, inside the grooved border. (CBC 1127B.5.7)
19. Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel (complying with Section 1114B.4.2) from adjacent parking to the accessible entrances. Each lot or parking structure shall provide accessible parking. Table 11B-6 establishes the number of accessible parking spaces required. (CBC 1129B.1)
20. Surface slopes of accessible parking spaces shall be the minimum possible and shall not exceed one unit vertical to 50 units horizontal (2% slope) in any direction. (CBC 1129B.3.4)
21. Each parking space reserved for persons with disabilities: (CBC 1129B.4)
 - a. Identify by a reflectorized sign permanently posted immediately adjacent to and visible from each stall or space with a symbol of accessibility.
 - b. Provide an additional sign or add below the symbol "Minimum Fine \$250"
22. An additional sign shall also be posted, in a conspicuous place, at each entrance to off-street parking facilities, or immediately adjacent to and visible from each stall or space. The sign shall be not less than 17" by 22" in size with lettering not less than 1" in height, which clearly and conspicuously states the following: (CBC 1129B.4)

"Unauthorized vehicles parked in designated accessible spaces not displaying distinguishing placards or license plates issued for persons with disabilities may be towed away at owner's expense. Towed vehicles may be reclaimed at _____ or by telephoning _____."

Blank spaces are to be filled in with the appropriate information as a permanent part of the sign.

23. Accessible parking space shall have a surface identification by outlining a profile view of a wheelchair with occupant in white on blue background. The profile view shall be located so that it is visible to a traffic enforcement officer when a vehicle is properly parked in the space and shall be 36"x36". (CBC 1129B.4)
24. When installed in exit doorways, exit doors shall be capable of opening at least 90 degrees and shall be so mounted that the clear width of the exitway is not less than 32 inches. (CBC 1133B.2.2)
25. The width of the level area on the side to which the door swings shall extend 24 inches past the strike edge of the door for exterior doors and 18 inches past the strike edge for interior doors. (CBC 1133B.2.4.3) The width of the level area on the side to which the door swings away shall extend 12 inches past the strike edge if the door is equipped with both a latch and a closer per CBC Figure 11B-26A.
26. Handrails for stairways shall extend a minimum of 12" beyond the top nosing and 12" plus the tread width beyond the bottom nosing. At the top, the extension shall be parallel with the floor. At the bottom, the handrail shall continue to slope for a distance of the width of one tread from the bottom riser and the remainder of the extension shall be horizontal. (CBC 1133B.4.2.2)
27. Show location of all counters, tables, furniture, display cases, etc. within each room. Every aisle leading to an exit shall not be less than 36" wide if serving only one side and not less than 44" wide if serving both sides. (CBC 1133B.6.1)
28. The floor or landing shall be not more than 1/2" lower than the threshold of the doorway. Change in level between 1/4" and 1/2" shall be beveled with a slope no greater than one unit vertical to 2 units horizontal (50% slope). (CBC 1133B.2.4.1) Provide detail on plans.
29. The level area for maneuvering clearances at doors shall have a length in the direction of door swing of at least 60" and the length opposite the direction of door swing of 48" as measured at right angles to the plane of the door in its closed position. (CBC 1133B.2.4.2)
30. The upper approach and the lower tread of each stair shall be marked by a strip of clearly contrasting color at least 2" wide placed parallel to and not more than 1" from the nose of the step or landing to alert the visually impaired. The strip shall be of material that is at least as slip resistant as the other treads of the stair.
31. Where stairways occur outside a building, the upper approach and all treads shall be marked by a strip of clearly contrasting color at least 2" wide and placed parallel to and not more than 1" from the nose of the step or landing. The strip shall be of a material that is at least as slip resistant as the other treads of the stair. Weather-exposed stairs and their approaches shall be designed so that water will not accumulate on the walking surfaces. (CBC 1133B.4.4 & 1133B.4.5.1)
32. All tread surfaces shall be slip resistant. Treads shall have smooth, rounded or chamfered exposed edges, and no abrupt edges at the nosing. The radius of curvature at the leading edge of the tread shall be no greater than 1/2". Nosing shall not project more than 1/2" past the face of the riser below. Open risers are not permitted. (CBC 1133B.4.5)
33. Any accessible route of travel shall be considered a ramp if its slope exceeds 5% and shall conform to the provisions of Section 1133B.5. Handrails are required on ramps that provide access if the slope exceeds 5%. Provide ramp and handrail details on the plan.

34. Pedestrian ramps shall have a minimum clear width of 48". (CBC 1133B.5.2)
35. Top landings of ramps shall be not less than 60" wide and shall have a length of not less than 60" in the direction of ramp run. Landings at the bottom of ramps shall have a dimension in the direction of ramp run not less than 72". (CBC 1133B.5.4.2)
36. Every aisle shall not be less than 36" wide if serving only one side, and not less than 44" wide if serving both sides. (CBC 1133B.6.2)
37. Walks and sidewalks shall be a minimum of 48" in width. (CBC 1133B.7.1)
38. If a walk crosses or adjoins a vehicular way, and the walking surfaces are not separated by curbs, railings, or other elements between the pedestrian areas and vehicular areas, the boundary between the areas shall be defined by a continuous detectable warning, which is 36" wide. (CBC 1133B.8.5) Provide detail of truncated domes as shown in CBC Figure 11B-23A.
39. Walks, halls, corridors, passageways, aisles, or other circulation spaces shall have 80 inches minimum clear headroom. If vertical clearance of an area adjoining an accessible route is reduced to less than 80 inches, a barrier to warn blind or visually impaired persons shall be provided. (CBC 1133B.8.6.2) CONSERVATION: (Title 24)



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 (Zone 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. 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.



CITY OF SIMI VALLEY

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:

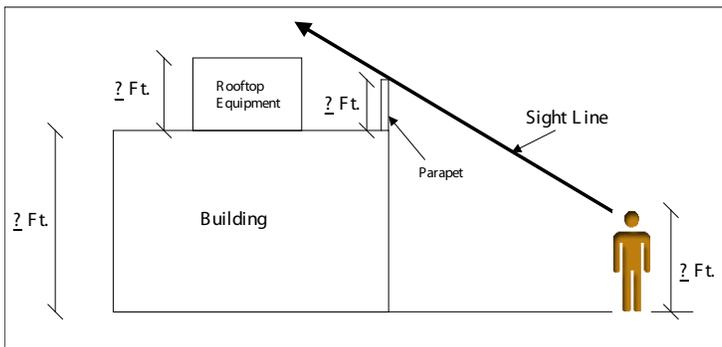
- All Building & Safety criteria must be met.
- Tenant improvements that involve NO exterior changes of any kind shall require a Planning stamp of approval on the plans, but do not require a zoning clearance under normal circumstances.
- Tenant improvements that involve minor exterior changes, such as 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 \$58 fee for the zoning clearance will be collected as part of the building permit fees). Refer to the plan submittal requirements below.

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. 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. The following exterior additions will require approval of an Adjustment application prior to submitting for plan check, and thus, are not eligible for the Over-the-Counter process:

1. To allow color and material board changes that are not consistent with the originally approved colors and materials for the building.
2. To allow the introduction of awnings to a building or center that did not previously have or allow awnings
3. To allow the introduction of neon accents into a retail commercial center that did not previously have or allow neon accents

Please contact the Planning Division for the Sign Ordinance requirements, or you may access the Development Code for more information on the Adjustment application process on the City's website, at www.simivalley.org.

III. 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 consisting of chain link or plain, non-decorative metal.
3. Roll-up doors that face a street.
4. New windows/doors that are inconsistent with the existing doors/windows.
5. Colors/materials that are inconsistent with the originally approved colors/materials.
6. Pipe or other non-decorative railings.
7. Pipe bollards.



Building and Safety

Tenant Improvement Guide Square Footage Exceeding 3,000 Square Feet

Approval and Permit Process

- I. OBTAIN PLANNING DIVISION APPROVAL (Zone 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 1/4" 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.

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:

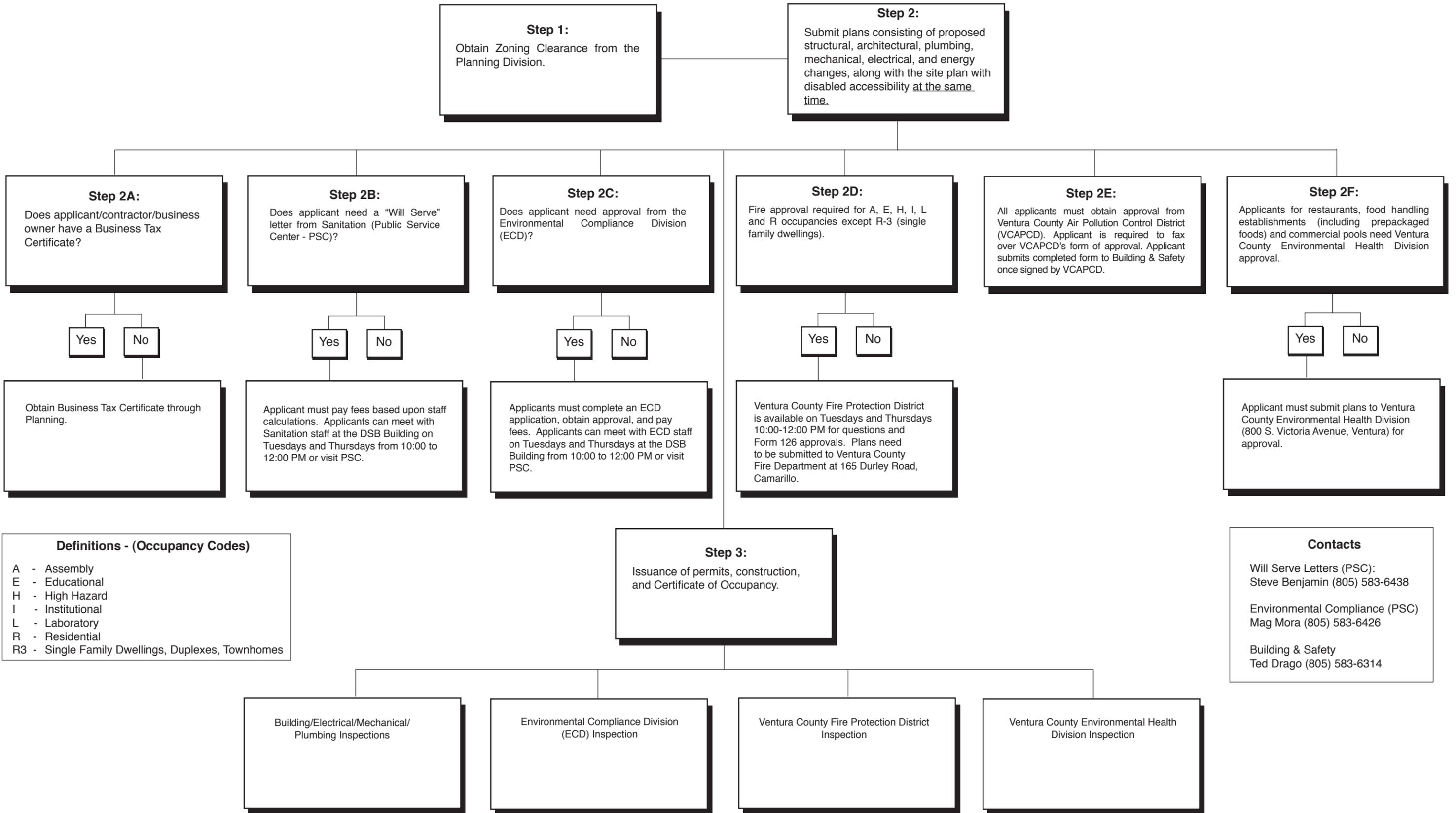
- (a) For nonstructural or nonseismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.
- (b) For any nonstructural or nonseismic work necessary to provide for their installation.
- (c) For any nonstructural or nonseismic alterations or 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.

Tenant Improvement Process



Definitions - (Occupancy Codes)

- A - Assembly
- E - Educational
- H - High Hazard
- I - Institutional
- L - Laboratory
- R - Residential
- R3 - Single Family Dwellings, Duplexes, Townhomes

Contacts

Will Serve Letters (PSC):
Steve Benjamin (805) 583-6438

Environmental Compliance (PSC)
Mag Mora (805) 583-6426

Building & Safety
Ted Drago (805) 583-6314

TENANT IMPROVEMENT PLAN REQUIREMENTS

THE PURPOSE OF THIS DOCUMENT IS TO ALLOW FOR SIMPLIFIED PLAN CHECK AND PERMIT ISSUANCE FOR NON-COMPLEX TENANT IMPROVEMENTS. IT MAY BE USED FOR RETAIL, OFFICE, LIGHT MANUFACTURING, AND WAREHOUSING PROJECTS OF A NON-HAZARDOUS NATURE, WITH A SIMPLE FLOOR PLAN AND IS RELATIVELY SMALL SIZE. WHEN DETERMINED BY THE BUILDING OFFICIAL THAT THE PROPOSED PROJECT IS BEYOND THE SCOPE OF THE PRESCRIPTIVE REQUIREMENTS OF THIS STANDARD, A COMPLETE ARCHITECTURAL PLAN MUST BE PROVIDED. ALL WORK PERFORMED USING THESE STANDARDS SHALL COMPLY WITH ALL APPLICABLE PROVISIONS OF THE 2010 CALIFORNIA BUILDING CODE (CBC), 2010 CALIFORNIA PLUMBING CODE (CPC), 2010 CALIFORNIA MECHANICAL CODE (CMC), 2010 CALIFORNIA ELECTRICAL CODE (CEC), 2010 CALIFORNIA FIRE CODE (CFC), 2010 CALIFORNIA ENERGY CODE (CEnc) AND ALL OTHER FEDERAL, STATE, AND LOCAL REGULATIONS AND ORDINANCES.

DRAWING SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENT:

ALL PLANS FOR TENANT IMPROVEMENT SUBMITTED FOR PLAN CHECK SHALL BE LEGIBLE AND DRAWN IN BLACK INK. PLANS SHALL BE DRAWN ON PAPER A MINIMUM OF 18"x24" IN SIZE. THREE (3) COMPLETE SETS OF PLANS WILL BE REQUIRED FOR PLAN CHECK. EACH SHEET SHALL HAVE THE ADDRESS OF PROPOSED WORK, AND NAME & TELEPHONE NUMBER OF PROPERTY OWNER. ALL DRAWINGS MUST BE TO A COMMON SCALE. COMPLETENESS AND CLARITY OF THE DRAWINGS IS ESSENTIAL TO AVOID DELAYS IN THE ISSUANCE OF A PERMIT. PLANS SHALL INCLUDE THE FOLLOWING:

PLOT PLAN:

EACH PLOT PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

- NORTH ARROW DESIGNATION, PLAN SCALE: 1/8"=1'-0". PROPERTY LINES
- STREETS, APPROACHES, DRIVEWAYS, SIDEWALKS, ALLEYS, EASEMENTS, PARKING SPACES
- CLEARLY IDENTIFY ACCESSIBLE ROUTE OF TRAVEL FROM THE ACCESSIBLE PARKING SPACE AND/OR PUBLIC WAY TO THE ACCESSIBLE ENTRANCE; DETAIL AND DIMENSION ACCESSIBLE PARKING SPACE, CURB RAMPS, PEDESTRIAN RAMPS, DOORS AND SIGNAGES
- DIMENSION ALL BUILDINGS AND STRUCTURES, SHOW DISTANCE TO PROPERTY LINES & BETWEEN ALL OTHER STRUCTURES ON THE PROPERTY
- EXISTING USE & OCCUPANCY GROUP OF TENANT SPACES ADJACENT TO PROPOSED TENANT IMPROVEMENT

FLOOR PLAN:

EACH FLOOR PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

- DIMENSION AND LABEL USE OF ALL EXISTING AND/OR NEW ROOMS AND SPACES, I.E. OFFICE, CONFERENCE ROOM, SALES AREA, RESTROOM, STORAGE, ETC.; SPECIFY FLOOR AND WALL FINISHES OF EACH ROOM
- SPECIFY OCCUPANT LOAD FOR EACH AREA AND TOTAL OCCUPANT LOAD OF BUILDING AND/OR SPACE IN ACCORDANCE TO CBC SEC. 1004.1
- ALL PROPOSED CHANGES TO THE FLOOR PLAN CLEARLY DIFFERENTIATING THE PROPOSED CONSTRUCTION FROM THE EXISTING CONSTRUCTION
- ALL DISABLED ACCESS FEATURES, INCLUDING DETAILED AND DIMENSIONED PLANS OF ALL SANITARY FACILITIES SERVING THE AREA OF ALTERATION. INDICATE ACCESSIBLE ROUTE OF TRAVEL FROM PRIMARY ENTRANCE TO THE AREA OF ALTERATION.
- LOCATION & SIZE OF ALL DOORS AND WINDOWS
- FIXTURE LAYOUT AND FURNITURE PLAN SHOWING AISLE WIDTHS
- LOCATION OF FIRE-RESISTIVE RATED WALLS, IF APPLICABLE; COMPLETE CONSTRUCTION DETAIL OF THE FIRE-RESISTIVE RATED ASSEMBLY; MANUFACTURER AND LISTING FOR FIRESTOPPING MATERIAL AT PENETRATIONS
- FULL-HEIGHT CROSS SECTION SHOWING WALL AND CEILING FRAMING INCLUDING ATTACHMENT OF PARTITIONS AT TOP AND BOTTOM FOR SEISMIC BRACING

REFLECTED CEILING PLAN:

EACH REFLECTED CEILING PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

- TYPE OF CEILING
- LIGHTING FIXTURES, SUPPLY AND RETURN REGISTERS, EMERGENCY LIGHTING, EXIT SIGNAGE

ROOF PLAN: (NOT REQUIRED IF THERE ARE NO MODIFICATIONS BEING MADE TO THE ROOF)

EACH ROOF PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

- ROOFING MATERIAL, ROOF PITCH, SIZE OF SHEATHING
- LOCATION OF EXISTING AND NEW ROOFTOP EQUIPMENT
- IF NEW ROOFTOP EQUIPMENT IS BEING PROPOSED, SHOW EXISTING ROOF FRAMING SYSTEM AND PROVIDE STRUCTURAL CALCULATIONS JUSTIFYING EXISTING ROOF FRAMING MEMBERS ARE CAPABLE OF SUPPORTING THE ADDED WEIGHT
- IF NEW ROOFTOP EQUIPMENT EXCEEDS 400 POUNDS, PROVIDE STRUCTURAL DETAILS AND CALCULATIONS FOR THE ANCHORAGE OF THE EQUIPMENT

PLUMBING PLAN:

EACH PLUMBING PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

- LOCATION OF SOIL STACK & VENT LINES INDICATING SIZE, MATERIAL & SLOPE; SOIL STACK & VENT LINE POINT OF CONNECTION
- LOCATION OF GAS PIPING INDICATING SIZE, CUBIC FEET PER HOUR AT EACH OUTLET AND LENGTH FROM METER TO THE LAST OUTLET; POINT OF CONNECTION TO EXISTING GAS LINE
- LOCATION OF WATER PIPING INDICATING SIZE AND MATERIAL; FIXTURE UNIT AT EACH OUTLET; LENGTH FROM THE METER TO THE LAST OUTLET
- LOCATION, TYPE AND SIZE OF WATER HEATER, COMBUSTION AIR AND FLUE

MECHANICAL PLANS:

EACH MECHANICAL PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

- LOCATION OF EQUIPMENT UNITS (ROOF OR INTERIOR)
- EQUIPMENT SCHEDULE
- SIZE OF DUCTS AND TYPE OF MATERIAL (CFM & OSA)
- LOCATION OF COMBUSTION AIR-DUCT TO EQUIPMENT
- FIRE DAMPER TYPE AND LOCATION AND DETAILS

ELECTRICAL PLAN:

EACH ELECTRICAL PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

- LOCATION OF SUBPANELS AND PANEL SCHEDULES
- DUAL LIGHT SWITCHING IN ACCORDANCE WITH TITLE 24
- FIXTURE SCHEDULE
- ASSIGN CIRCUIT TO EACH ITEM AND SHOW PANEL NUMBER
- SINGLE LINE DRAWING SHOWING CONDUIT & CONDUCTOR SIZE, GROUND ELECTRODE TYPE & SIZE, TOTAL CONNECTED LOAD AT THE MAIN SERVICE
- LABEL ALL NEW (N) AND EXISTING (E) CONSTRUCTION, COMPONENTS AND FIXTURES TO DISTINGUISH BETWEEN NEW WORK TO BE DONE AND THE EXISTING WORK

ENERGY CALCULATIONS:

- IT IS RECOMMENDED THAT AN ENERGY CONSULTANT BE ENGAGED TO ENSURE COMPLIANCE AND TO EXPEDITE THE APPROVAL PROCESS
- INCORPORATE ALL REQUIRED ENVELOPE, MECHANICAL AND LIGHTING ENERGY CALCULATIONS AND FORMS AS OUTLINED IN THE ENERGY MANUAL
- PROVIDE HEATING AND COOLING LOAD CALCULATIONS
- REFER TO STATE WEBSITE AT www.energy.ca.gov/title24 FOR MORE INFORMATION

NOTE: IF NO CHANGES TO STRUCTURAL, ARCHITECTURAL, PLUMBING, MECHANICAL OR ELECTRICAL ARE PROPOSED, A STATEMENT STATING THAT SHALL APPEAR ON THE PLANS.

OTHER REQUIREMENTS:

- ADDITIONAL INFORMATION MAY BE REQUIRED BY OTHER CITY OR COUNTY AGENCIES IN ORDER TO CONVEY NEEDED INFORMATION RELATIVE TO THE CONSTRUCTION OF YOUR PROJECT. PLEASE FEEL FREE TO CONTACT A BUILDING AND SAFETY PLANS EXAMINER AT (805) 583-6723 FOR ADDITIONAL ASSISTANCE WITH YOUR PROJECT HERE IN THE CITY OF SIMI VALLEY.

APPLICANT INSTRUCTIONS:

1. DRAW A FLOOR PLAN. THIS PLAN SHOULD INCLUDE ALL NEW AND EXISTING WALLS, DOORS, WINDOWS, AND HALLWAYS. PLAN MUST BE DRAWN TO SCALE AND SHOW DIMENSIONS. REFERENCE THE APPROPRIATE DETAILS TO BE USED.
2. PROVIDE A SITE PLAN SHOWING BUILDING, TENANT IMPROVEMENT LOCATION, HANDICAPPED PARKING, AND PATH OF TRAVEL TO TENANT IMPROVEMENT SPACE.
3. CONTRACTORS MUST SHOW PROOF OF WORKER'S COMPENSATION INSURANCE, POSSES A VALID CALIFORNIA STATE CONTRACTOR'S LICENSE AND A CITY OF SIMI VALLEY BUSINESS LICENSE.
4. THE BUILDING INSPECTION RECORD CARD WILL BE AVAILABLE AT THE TIME OF PERMIT ISSUANCE, AND WILL PROVIDE GUIDELINES FOR REQUIRED INSPECTIONS.
5. A SEPARATE PERMIT IS REQUIRED FROM THE VENTURA COUNTY FIRE DEPARTMENT FOR ALTERATION OF THE AUTOMATIC FIRE SPRINKLER SYSTEM. NEW PARTITION WALLS MAY REQUIRE FIRE DEPARTMENT APPROVAL DUE TO CHANGE IN SPRINKLER LAYOUT.
6. THE GENERAL CONTRACTOR OR BUILDING OWNER CAN OBTAIN A BUILDING PERMIT BY SUBMITTING THREE COPIES OF THE COMPLETED PLAN AND PAYING THE APPLICABLE FEES. THE TENANT MAY OBTAIN THE BUILDING PERMIT ONLY WITH A NOTARIZED LETTER FROM THE BUILDING OWNER. ELECTRICAL, PLUMBING AND MECHANICAL PERMITS MAY BE TAKEN OUT ONLY BY A LICENSED GENERAL OR APPROPRIATE SPECIALTY CONTRACTOR, NOT THE OWNER OR TENANT.
7. A SEPARATE APPROVAL IS REQUIRED FOR FOOD SERVICE ESTABLISHMENTS FROM THE VENTURA COUNTY ENVIRONMENTAL HEALTH DIVISION.
8. IF THE PROJECT IS LOCATED IN A SPECIAL FLOOD HAZARD ZONE, THE OWNER OF THE PROPERTY AND THE CONTRACTOR SHALL COMPLETE AND SIGN THE "FLOODPLAIN COST ESTIMATING FORM" TO DETERMINE WHETHER PROJECT IS EXEMPT FROM THE FLOOD HAZARD ZONE REQUIREMENTS.

GENERAL NOTES:

- AN OCCUPANT LOAD EXCEEDING 49 FOR A STORE OR OFFICE AREA REQUIRES TWO EXITS. EXITS SHALL BE SEPARATED BY ONE-HALF (1/3 FOR SPRINKLERED BUILDINGS) THE MAXIMUM DIAGONAL OF THE AREA SERVED, MEASURED IN A STRAIGHT LINE. (CBC TABLE 1004.1.1 AND SEC. 1015.2.1)
- THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING SPACE SERVED BY THE MEANS OF EGRESS IS OCCUPIED. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE AT THE WALKING SURFACE LEVEL. (CBC SEC. 1006.1 & 1006.2)
- THE MEANS OF EGRESS ILLUMINATION AND EXIT SIGNS SHALL BE CONNECTED TO AN EMERGENCY ELECTRICAL SYSTEM THAT WILL PROVIDE AN ILLUMINATION OF NOT LESS THAN 90 MINUTES IN CASE OF PRIMARY POWER LOSS. THE INSTALLATION OF THE EMERGENCY POWER SYSTEM SHALL BE IN ACCORDANCE WITH SECTION 2702. (CBC SEC. 1006.3 & 1011.5.3)
- EXIT DOORS SHALL SWING IN THE DIRECTION OF EXIT TRAVEL WHEN SERVING AN AREA HAVING AN OCCUPANT LOAD OF 50 OR MORE. (CBC SEC. 1008.1.2)
- EXIT DOORS SHALL BE OPENABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT. MAIN EXIT DOOR MAY BE PROVIDED WITH A READILY VISIBLE, DURABLE SIGN ON OR ADJACENT TO THE DOOR WHICH STATES "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED". ALL OTHER EXIT DOORS SHALL BE EQUIPPED WITH A COMPLYING LOCK OR LATCH. (CBC SEC. 1008.1.8.3)
- EXIT SIGNS SHALL BE INSTALLED AT REQUIRED EXIT DOORS. EXIT SIGNS SHALL BE INTERNALLY OR EXTERNALLY ILLUMINATED. WHEN THE FACE OF AN EXIT SIGN IS ILLUMINATED FROM AN EXTERNAL SOURCE, IT SHALL HAVE AN INTENSITY OF NOT LESS THAN 5 FOOT CANDLES (54 IUX). INTERNALLY ILLUMINATED SIGNS SHALL BE LISTED AND LABELED AND SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS AND SECTION 2702. EXIT SIGNS SHALL BE ILLUMINATED AT ALL TIMES. (CBC SEC. 1011)
- TACTILE EXIT SIGNS ARE REQUIRED AT THE FOLLOWING LOCATIONS: (CBC SEC. 1011.3)
 - a. EACH GRADE-LEVEL EXTERIOR EXIT DOOR IDENTIFIED BY A TACTILE EXIT WITH THE WORD "EXIT"
 - b. EACH EXIT ACCESS DOOR FROM AN INTERIOR ROOM OR AREA TO A CORRIDOR OR HALLWAY THAT IS REQUIRED TO HAVE A VISUAL EXIT SIGN, SHALL BE IDENTIFIED BY A TACTILE EXIT SIGN WITH THE WORD "EXIT ROUTE"
- TWO EXITS ARE REQUIRED WHEN THE COMMON PATH OF EGRESS TRAVEL EXCEEDS 75 FEET (100 FEET IF THE BUILDING IS SPRINKLERED). (CBC SEC. 1014.3)
- THE TOP OF COUNTERS SHALL BE 28 INCHES TO 34 INCHES FROM THE FLOOR. THIS CAN BE ACCOMPLISHED AT A SECTION OF COUNTER THAT IS AT LEAST 36 INCHES LONG. (CBC SEC. 1122B.4)
- CORRIDORS AND HALLWAYS SERVING AN OCCUPANT LOAD OF 10 OR MORE SHALL NOT BE LESS THAN 44" IN WIDTH. CORRIDORS SERVING AN OCCUPANT LOAD OF LESS THAN 10 SHALL NOT BE LESS THAN 36" IN WIDTH. (CBC SEC. 1133B.3.1)
- WALKS AND SIDEWALKS SHALL BE A MINIMUM OF 48" IN WIDTH. SLOPE OF WALKS AND SIDEWALKS IN THE DIRECTION OF TRAVEL SHALL NOT EXCEED ONE UNIT VERTICAL IN 20 UNITS HORIZONTAL (5% SLOPE) AND SURFACE CROSS SLOPES SHALL NOT EXCEED ONE UNIT VERTICAL IN 50 UNITS HORIZONTAL (2% SLOPE). (CBC SEC. 1133B.7)
- WHERE A WALK CROSSES OR ADJOINS A VEHICULAR WAY AND THE WALKING SURFACES ARE NOT SEPARATED BY CURBS, RAILINGS OR OTHER ELEMENTS BETWEEN THE PEDESTRIAN AREAS AND VEHICULAR AREAS, THE BOUNDARY BETWEEN THE AREAS SHALL BE DEFINED BY A CONTINUOUS DETECTABLE WARNING WHICH IS 36" WIDE. (CBC SEC. 1133B.8.5)
- OCCUPIABLE SPACES, HABITABLE SPACES AND CORRIDORS SHALL HAVE A CEILING HEIGHT OF NOT LESS THAN 7'-0". TOILET ROOMS AND STORAGE ROOMS SHALL HAVE A CEILING HEIGHT OF NOT LESS THAN 7'-0". (CBC SEC. 1208.2)
- GLAZING IN SWINGING DOORS, GLAZING WITHIN 2' OF VERTICAL EDGE OF A CLOSED DOOR AND GLAZING WITHIN 18" OF THE ADJACENT WALKING SURFACE SHALL BE TEMPERED. EACH LIGHT OF SAFETY GLAZING MATERIAL INSTALLED IN HAZARDOUS LOCATIONS AS DEFINED IN SECTION 2406.3 SHALL BE IDENTIFIED BY A PERMANENT LABEL THAT SPECIFIES THE LABELER AND STATES THAT SAFETY GLAZING MATERIAL HAS BEEN UTILIZED IN SUCH INSTALLATIONS. (CBC SEC. 2406)
- TEMPORARY PEDESTRIAN PROTECTION SHALL BE PROVIDED AS REQUIRED BY CBC SEC. 3306.

STATEMENT & ACKNOWLEDGEMENT OF ACCURACY:

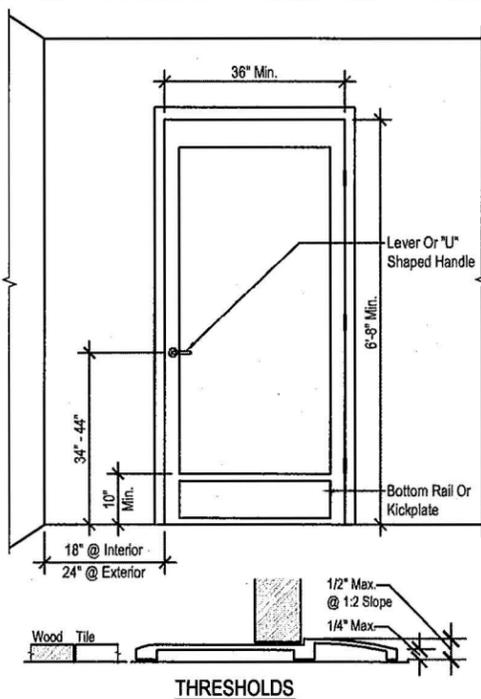
I AM THE DESIGNER RESPONSIBLE FOR THIS TENANT IMPROVEMENT PROJECT AND HAVE INSPECTED THE EXISTING FIELD CONDITIONS AND CONFIRM THAT THE INFORMATION SHOWN ON THESE PLANS IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT A CITY BUILDING INSPECTOR WILL ISSUE A "CORRECTION NOTICE" IF THE PLANS DO NOT REFLECT THE ACTUAL FIELD CONDITIONS RESULTING IN SIGNIFICANT DELAYS AND ADDED COST TO THE PROJECT.

RESPONSIBLE DESIGNER (PRINT NAME): _____

SIGNATURE: _____ DATE: _____

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DOOR TYPE

- Doors shall be capable of opening at least 90 degrees and shall be mounted so that the clear width of exit way is not less than 32\"/>

HARDWARE

- Operable from inside without use of key or special knowledge.
- Operable by single effort lever-type device (not requiring grasping)
- Mounted 34\"/>

THRESHOLD

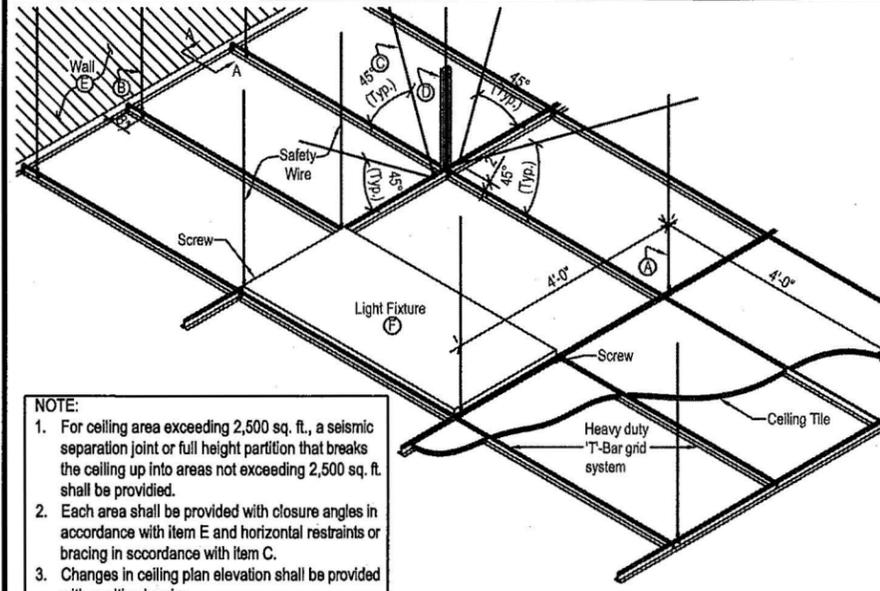
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MANEUVERING CLEARANCE

- Level area (2% maximum slope in any direction) at doors shall have a length in the direction of door swing of at least 60\"/>

BUILDING ENTRANCE (CBC Sec. 1117B.5.8.1.2)

- All building entrance(s) shall be identified by a standard sign with the international Symbol of Accessibility with additional direction signs at junctions, to be visible to persons along approaching pedestrian ways. Show location on plan. The symbol shall be a white figure on blue background.



NOTE:

- For ceiling area exceeding 2,500 sq. ft., a seismic separation joint or full height partition that breaks the ceiling up into areas not exceeding 2,500 sq. ft. shall be provided.
- Each area shall be provided with closure angles in accordance with item E and horizontal restraints or bracing in accordance with item C.
- Changes in ceiling plan elevation shall be provided with positive bracing.
- Sprinkler heads and other penetrations shall have a 2\"/>

Suspended Ceiling Details (limited to 6 feet below structural deck)

A. MAIN SUPPORTS:

12 gage hanger wires at 4' on center each way

B. PERIMETER WIRES:

12 gage perimeter wires installed within 8\"/>

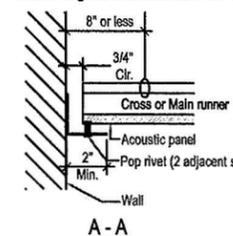
C. SEISMIC SPLAY WIRES:

12 gage wires splayed in four directions, 90 degrees apart, parallel to cross and main runners, 45 degrees from horizontal, 12' on center, beginning 6\"/>

D. COMPRESSION STRUT:

Compression strut installed at center of seismic splay wires.

E. A minimum wall angle size of at least a two inch horizontal leg shall be used at perimeter walls and interior full height partitions. The first ceiling tile shall maintain 3/4\"/>



F. LIGHT FIXTURE SUPPORT:

12 gage wires attached to main or cross tees within 3\"/>

PLUMBING:

- The number of plumbing fixtures provided for this occupancy must meet the requirements of CPC Chapter 4.
- Drainage piping shall be cast iron, galvanized steel, galvanized wrought iron, copper, brass, stainless steel 304 or 316L, schedule 40 ABS DEW, schedule 40 PVC DWV, extra-strength vitrified clay pipe. CPC Sec. 701.1.1 & 701.1.2.
- Water piping shall be per CPC Table 6-4, minimum Type L for underground piping and M copper for above ground.
- Provide an approved type pressure regulator set at 80 psi when local water pressure is in excess of 80 psi. CPC Sec. 608.2.
- Plumbing vents shall terminate not less than 10 feet from or at least 3 feet above any openable window, door opening, air intake or vent shaft, nor less than 3 feet in every direction from any lot line. CPC Sec. 906.2.
- Water closet bowls used for public use shall be elongated in design and equipped with an open front seat. CPC Sec. 408.2.
- Controls for an accessible water closet shall be operable with one hand and shall not require tight grasping, pinching or twisting. Controls shall be mounted on the wide side of the toilet compartment space no more than 44 inches above the floor. CBC Sec. 1115B.4.1.
- Water heaters shall be strapped within the upper 1/3 and lower 1/3 of its vertical dimension. The lower strap shall be a minimum of 4 inches above the controls. CPC Sec. 508.2.
- Flush volumes for low-consumption and water-saver water closets and urinals shall be in accordance with applicable standards referenced in CPC Table 14-1 and CPC Sec. 402.2 & 402.3:
 - Water closets, either flush tank, or flushometer valve operated, shall have an average consumption of not more than 1.6 gallons per flush.
 - Urinals shall have an average water consumption of not more than 1.0 gallons per flush.
- All piping shall be supported per CPC Sec. 314 & Table 3-2.

MECHANICAL:

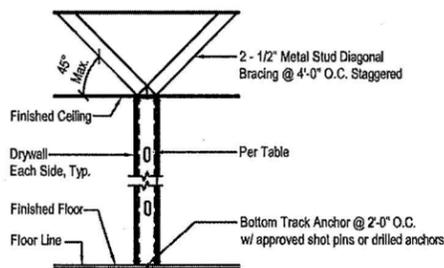
- Buildings shall be provided with natural ventilation per CBC Sec. 1203.4 or mechanical ventilation per CMC Sec. 402.3 & 403.0.
- Restrooms shall be provided with exhaust ventilation per CMC Sec. 403.7 & Table 4-4.
- Condensate from cooling coils and overflow of evaporation coolers shall be collected and discharged to an approved plumbing fixture or disposal area. CMC Sec. 309.1.
- Ducts shall be supported per CMC Sec. 604.5.
- Ducts shall be sealed to meet the applicable requirements of UL 181, UL 181A, or UL 181B, per CEnC Sec. 124(a).

ELECTRICAL:

- Provide 30\"/>

DOOR HARDWARE AND THRESHOLDS (CBC SECTION 1133B.2)

- Minimum partition components to be per steel and wood stud tables below with 1/2\"/>



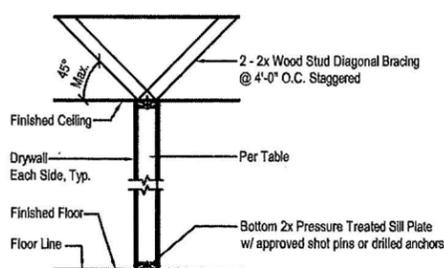
25 GAGE STEEL STUDS- Maximum Height

| STUD SPACING (in.) | STUD DEPTH (in.) | |
|--------------------|------------------|--------|
| | 3 5/8" | 4" |
| 12 | 13'-8" | 15'-1" |
| 16 | 12'-5" | 13'-9" |
| 24 | 10'-10" | 12'-0" |

DOUGLAS FIR #2 WOOD STUDS- (CBC Table 2308.9.1)

| WOOD STUD | MAXIMUM HEIGHT |
|--------------|----------------|
| 2x4 @ 24\"/> | |
| 2x6 @ 24\"/> | |

Listed heights are distances between points of lateral support placed perpendicular to the plane of the wall. Increases in unsupported height are permitted where justified by an analysis.



NON-BEARING PARTITION FRAMING DETAIL

SUSPENDED CEILING DETAIL (CBC SECTION 2506.2.1; ASCE7 SECTION 13.5.6.2)

PLUMBING, MECHANICAL & ELECTRICAL NOTES

