

Navigating The Permit Process for Tenant Improvements



Presented by:
City of Santa Clarita
Building & Safety Division

Permit Process Summary

- Step 1: Work with qualified professionals.
- Step 2: Perform a thorough evaluation of the existing conditions.
- Step 3: Create a preliminary site plan and floor plan.
- Step 4: Visit the City's Permit Center.
- Step 5: Contact each of the agencies applicable to your project.
- Step 6: Have complete, coordinated, and professional plans prepared.
- Step 7: Submit your plans for review to all applicable agencies.
- Step 8: Resolve any plan review comments.
- Step 9: Obtain agency approvals, pay fees, and pull the permit.



Step 1 of the permit process: Work with qualified professionals.

Because the permit process differs from one type of project to another, the City highly recommends that you work with qualified professionals who have prior experience with your type of project.

A qualified professional should identify and resolve unique project challenges early on, such as:

- ▶ Hazardous materials
- ▶ Flood Zones
- ▶ Unpermitted construction



Step 2 of the permit process:

Perform a thorough evaluation of the existing conditions.

Every tenant improvement project requires coordination with existing conditions. Unfortunately, failure to consider the existing conditions is often not discovered until late during the permit process, or even during construction. Mitigating these problems can cause costly delays.

The following should be done for every tenant improvement project:

- ▶ Research existing plans and permits.
- ▶ Visit the site and verify all existing conditions.
- ▶ Verify existing elements are permitted.
- ▶ Identify disabled accessibility deficiencies.



During plan review, Building & Safety performs thorough project research. It is always better to discover any issues before you submit to Building & Safety for review.

Obtaining Permit Records and Approved Plans

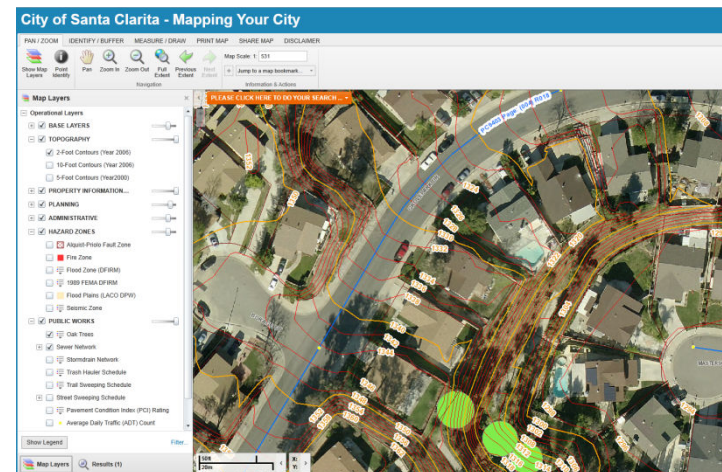
Building & Safety has helpful staff who can research the permit records and plans for existing commercial buildings same-day (usually within minutes).

Online Tools for Obtaining Site-Related Information

You can access site-related information using the following online tools:

- The City of Santa Clarita's Geographical information System (GIS).
- The L.A. County Assessor's parcel data and maps.

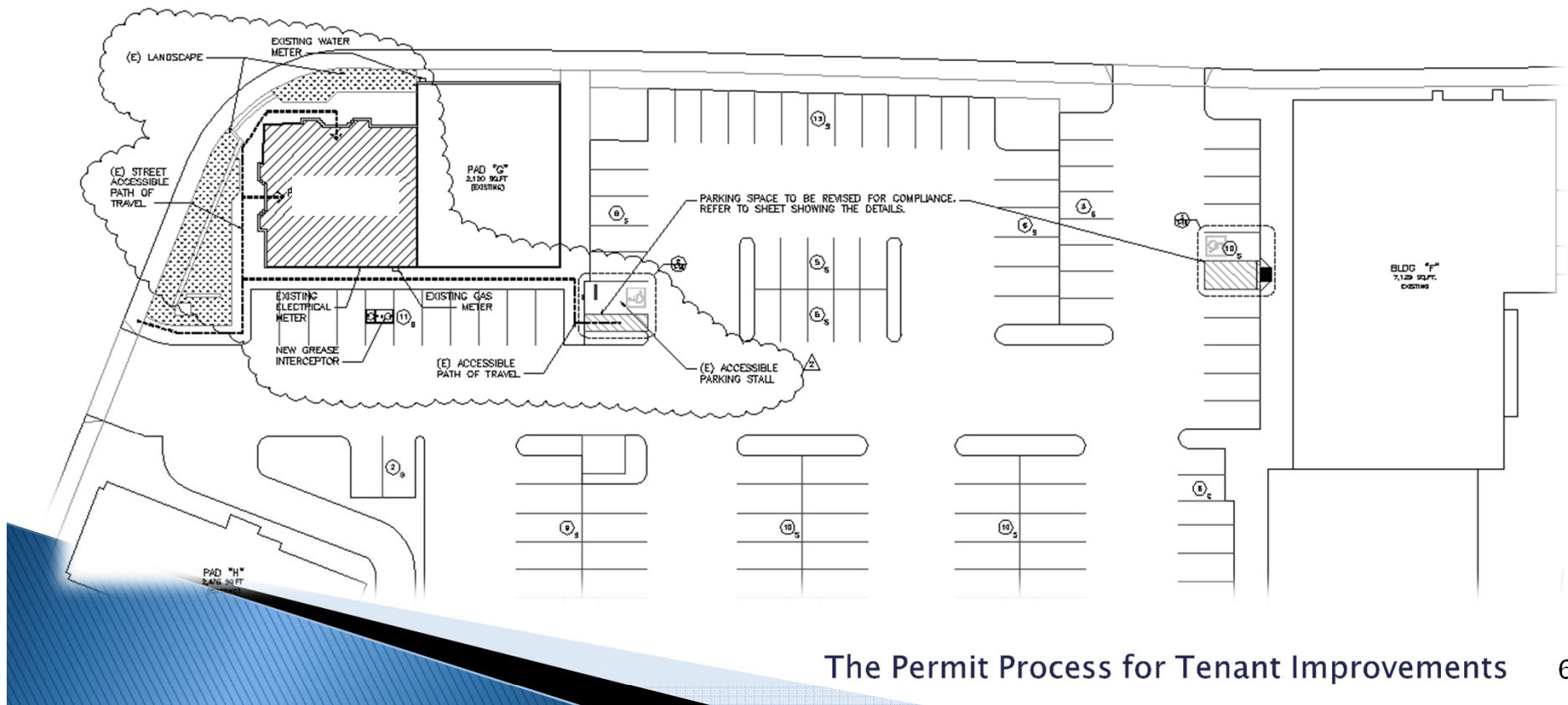
These tools are free. Building & Safety has provided training for designers on how to use these tools effectively.



Step 3 of the permit process: Create a preliminary site plan and floor plan.

Once you have thoroughly researched the existing conditions and determined the general scope of the proposed improvements, prepare a preliminary site plan and floor plan.

Clearly label all elements on the site plan. Identify all elements as either existing or new (proposed). Include any pertinent information obtained from the exiting permit records, approved plans, and site evaluation.



Useful Handouts

Building & Safety has numerous useful handouts which outline the basic information required on plans.

City of Santa Clarita

SMALL COMMERCIAL IMPROVEMENT

(NON-STRUCTURAL, NO CHANGE OF USE)

THIS PLAN IS AN EXAMPLE ONLY. IT IS NOT INTENDED AS A CODE SAMPLE OR INTERPRETATION. DEPENDING ON THE NATURE OF YOUR PROJECT, ADDITIONAL PLANS AND/OR CALCULATIONS MAY BE REQUIRED TO DEMONSTRATE CODE COMPLIANCE.

BUILDING & SAFETY

23820 Valencia Blvd., Suite 140
Santa Clarita, CA 91350
Tel: (861) 904-1833 FAX: (861) 281-1559
www.santaclarita.com

FLOOR PLAN
SCALE: 1/8" = 1'-0"

WALL LEGEND

DESCRIPTION OF WORK	SYMBOL
(E) WALL TO REMAIN	—
(E) WALL TO DEMOLISH	- - -
(N) WALL	— (with diagonal hatching)

DESCRIPTION OF WORK

DIVIDE EXISTING OFFICE INTO OFFICE/RETAIL.
REMOVE (1) EXISTING DOOR.
INSTALL (1) NEW DOOR.
UPGRADE (2) RESTROOM.
NO CEILING CHANGES.
NO MECHANICAL/ELECTRICAL WORK.

SITE PLAN
SCALE: 1" = 40'

25001 MAIN BLVD. UNIT #102

AREA TAKEOFF:
RETAIL: 975 SF
OFFICE: 120 SF
STOCK ROOM: 80 SF
CORRIDOR/RESTROOM: 215 SF
TOTAL: 1,400 SF

*** ACCESSIBILITY REQUIREMENTS**

THE FOLLOWING ELEMENTS SHALL COMPLY WITH CURRENT BUILDING CODE REQUIREMENTS FOR DISABLED ACCESS (CSC OR 119):

- ENTRANCES
- PATH OF TRAVEL
- RESTROOMS
- DRINKING FOUNTAINS
- PARKING
- (ETC.)

WHEN NEW CONSTRUCTION TAKES PLACE IN AN EXISTING SPACE, STATE LAW REQUIRES THAT ANY DEFICIENT ELEMENTS SERVING THAT SPACE BE UPGRADED TO COMPLY WITH CURRENT CODE.

FOR SMALL PROJECTS, UP TO 20% OF THE PROJECT VALUATION MAY BE REQUIRED TO BE SPENT ON ACCESSIBILITY UPDATES.

THE PLANS MUST INCLUDE SUFFICIENT INFORMATION TO DEMONSTRATE COMPLIANCE WITH THESE REQUIREMENTS. BUILDING & SAFETY MAY REQUIRE DETAILS FOR ANY NEW OR EXISTING ITEMS.

BASIC PLAN REQUIREMENTS

- PLANS SHALL BE DRAWN ON SUBSTANTIAL PAPER (11"X17" MINIMUM).
- PLANS SHALL BE DRAWN TO SCALE. FLOOR PLANS SHALL BE MINIMUM 1/8" = 1'-0" SCALE.
- TEXT SHALL BE LEGIBLE.
- SHEETS SHALL BE NUMBERED.
- WORK DONE ON COPIES OF PREVIOUSLY APPROVED PLANS IS NOT ACCEPTABLE.

SCOPE OF WORK

- THE FIRST SHEET OF PLANS SHALL INCLUDE A DESCRIPTION OF WORK, THE NAME OF THE OWNER/TENANT, AND THE NAME OF THE PROJECT ADDRESS.
- EACH SHEET OF PLANS SHALL INCLUDE THE PROJECT ADDRESS.
- LABEL ALL EXISTING (E) AND NEW (N) ELEMENTS ON THE PLANS.

PAGE 1 OF 2

SUSPENDED CEILING NOTES:

- A HEAVY DUTY 4x8x4 GRID SYSTEM SHALL BE USED.
- CEILING GRIDS AND FIXTURES SHALL BE INSTALLED PER THE MANUFACTURER'S INSTRUCTIONS WHERE PROVISIONS CONFLICT WITH THE BUILDING CODE, THE MORE RESTRICTIVE SHALL APPLY.
- SPRINKLER HEADS AND OTHER PENETRATIONS SHALL HAVE A 1" EXCESSIVE RING SIZE, OR ADAPTER THROUGH THE CEILING TILE TO ALLOW FOR AT LEAST 1" MOVEMENT IN ALL HORIZONTAL DIRECTIONS. ALTERNATELY, A SWING JOINT IS PERMITTED AT THE TOP OF THE SPRINKLER HEAD EXTENSION.

HEIGHT*	EMT OPTION	METAL STUD OPTION
UP TO 5'-0"	3/4" EMT	250075-33 (20 GA.)
UP TO 8'-0"	1" EMT	250075-33 (20 GA.)
UP TO 7'-0"	1-1/4" EMT	400537-33 (20 GA.)
UP TO 10'-0"		400530-33 (20 GA.)

* DISTANCE BETWEEN CEILING AND STRUCTURE ABOVE.

CEILING SUPPORT PLAN

BRACING LOCATIONS

HANGER LOCATIONS

PERIMETER OPTION 1

PERIMETER OPTION 2

CONNECTION NOTES:

- POST-INSTALLED ANCHORS (WEDGE BULBS, SCREW ANCHORS, ETC.) SHALL BE ICC APPROVED FOR SEISMIC DESIGN CATEGORY II. SPECIAL INSPECTION IS REQUIRED. SHOT PIN INTO CONCRETE SHALL NOT BE USED TO SUPPORT BRACING WIRES.
- THESE DETAILS ARE PROVIDED AS EXAMPLES ONLY AND DO NOT ADDRESS ALL POSSIBLE FRAMING CONDITIONS. THE DESIGNER SHALL VERIFY THE EXISTING CONDITIONS AND PROVIDE ACCURATE DETAILS FOR ALL UNIQUE CASES.

SUSPENDED ACOUSTICAL TILE CEILINGS
BUILDING CODE REQUIREMENTS

City of Santa Clarita
California
UPDATED JAN 2014 PAGE 1 OF 1

Step 4 of the permit process: Visit the City's Permit Center.

Bring your preliminary site plan and preliminary floor plan to the City's Permit Center (located in City Hall, Suite 140).

The first stop for any project is City Planning. Planning staff will check your project for compliance with the City's Development Code. This will include, among other things:

- Zoning requirements
- Parking requirements
- Signage
- Finish materials and colors



The second stop at the Permit Center is **Building & Safety**.


A Building & Safety Project Development Coordinator (PDC) can provide you with the following information:

- What building permits will be required for your project.
- What information will be required on the construction plans for your project (in order for Building & Safety to accept them for plan review).
- Whether your project will require a licensed professional.
- What agency clearances will be required for your project.

PDCs and plan reviewers are also available to answer code-related questions.



Building & Safety completes an Agency Referral Sheet for each project. This sheet identifies the agency clearances required for the project.



**CITY OF SANTA CLARITA
BUILDING & SAFETY**
23920 Valencia Blvd., Suite 140, Santa Clarita CA 91355
www.santa-clarita.com/building

Agency Referral List For Commercial Projects

Project Address: _____ Date: _____ PC# BLD

Description: _____ Plan Review By: _____

IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN THE APPROVAL/CLEARANCE FROM THE AGENCIES CHECKED BELOW PRIOR TO ISSUANCE OF A BUILDING PERMIT. PLEASE CONTACT EACH AGENCY FOR APPLICABLE FEES, TIMEFRAME, AND THE INFORMATION THEY MAY REQUIRE IN ORDER TO PROVIDE APPROVAL/CLEARANCE.

☐ SANTA CLARITA PLANNING
23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
HRS: 7:30 AM – 5:30 PM (M-TH), 8 AM – 5 PM (F) PHONE: (661)255-4330

- NEW BUILDINGS
- ADDITIONS
- CHANGE OF USE
- POOL / SPA / PATIO
- TENANT IMPROVEMENT
- STRUCTURE 1' ABOVE GROUND
- SIGNAGE
- RETAINING WALLS & FENCE/GARDEN WALLS

PLANNING APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ SANTA CLARITA DEVELOPMENT SERVICES (ENGINEERING)
23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
HRS: 7:30 AM – 5:30 PM (M-TH), 8 AM – 5 PM (F) PHONE: (661)286-4060

- NEW BUILDINGS
- DRAINAGE / GRADING PLAN
- GRADING INSPCTR.'S APPROVAL
- LEGAL LOTS / DEDICATIONS / IMPROVEMENTS
- SUBSTANTIAL IMPROVEMENT OVER 50% VALUE OF EXIST. STRUCTURE
- SOILS & GEOLOGY REPORT APPROVAL
- SUMP REQUIRED IF: _____
- AUTO SERVICE FACILITY
- SWPPP REQUIRED IF: _____
- ON / ADJACENT TO E.S.A.
- 1+ ACRE OF LAND DISTURBANCE
- RETAIL GAS OUTLET
- 1+ ACRE IMPERVIOUS SURFACE
- PARKING LOT 5,000+ SF
- REDEVELOPMENT WITH 5,000+ SF

DEVELOPMENT SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ SANTA CLARITA ENVIRONMENTAL SERVICES (TRASH/DEMO)
23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
HRS: 7:30 AM – 5:30 PM (M-TH) PHONE: (661)286-4098

CDMP REQUIRED IF: (DEPOSIT AND FEES APPLY)

- DEMOLITION (VALUATION: _____)
- NEW DETACHED BLDG/STRUCTURE (VALUATION: _____)
- ADDITIONS > 2,000 SF (VALUATION: _____)
- TI / ALTERATIONS > \$100,000 (VALUATION: _____)
- NEW CONSTRUCTION > \$500,000 (VALUATION: _____)

ENVIRONMENTAL SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ SANTA CLARITA ADDRESS ASSIGNMENT (BUILDING & SAFETY)
23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
CONTACT: DEANNA HARRICK PHONE: (661)255-4941
EMAIL: DHARRICK@SANTA-CLARITA.COM

- NEW ADDRESS
- CHANGE OF ADDRESS
- ADDRESS OR SUITE VERIFICATION

APPROVAL STAMP ON ADDRESSING SITE PLAN REQUIRED

☐ FLOOD ZONE (SANTA CLARITA BUILDING & SAFETY)
23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
CONTACT: GABRIELLE KOONTZ PHONE: (661)255-4375

- NEW STRUCTURES
- ADDITIONS/ALTERATIONS

INTERNAL CLEARANCE TAG ON THE PERMIT CASE REQUIRED

☐ SANTA CLARITA URBAN FORESTRY / OAK TREES
23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
CONTACT: ROBERT SARTAIN PHONE: (661)286-4078

- OAK TREES ON SITE OR POSSIBLE OAK TREES ON SITE
- TREE TRIMMING
- PROJECT MAY IMPACT OAKS
- ENCROACHMENT ONTO OAK TREES

URBAN FORESTRY / OAK TREES APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ SANTA CLARITA LANDSCAPE MAINTENANCE DISTRICT (LMD)
23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
CONTACT: MELANIE THEGSEN PHONE: (661)286-4067
HRS: 8 AM – 5 PM (M-F)

- LANDSCAPE EASEMENT EXISTS ADJACENT TO PROPOSED WORK
- ACCESS TO WORK REQUIRES DISTURBANCE/CROSSING OF LMD AREAS
- WORK INCLUDES RELOCATION/REMOVAL OF EXIST. FENCE BOUNDARIES

LMD APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ COUNTY OF L.A. FIRE PREVENTION BUREAU
23757 VALENCIA BOULEVARD, SANTA CLARITA, CA 91355
INSPECTOR COUNTER HRS: 8 AM – 10 AM (M-F) PHONE: (661)287-8821
PLAN CHECK COUNTER HRS: 8 AM – 10:30 AM (M-F) PHONE: (661)286-8821

- NEW BUILDINGS
- ADDITIONS
- CHANGE OF USE
- TENANT IMPROVEMENT (ALL)
- NEW POOL / SPA
- PHOTO VOLTAIC SYSTEMS

FIRE APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ WILLIAM S. HART SCHOOL DISTRICT
21380 CENTRE POINTE PARKWAY, SANTA CLARITA, CA 91350
CONTACT: LORNA OR SILVER PHONE: (661)259-0033 x271 OR x255
HRS: 8 AM – 4:30 PM (M-F)

- NEW BUILDINGS (FLOOR AREA: _____)
- ALL ADDITIONS (FLOOR AREA: _____)

RETURN CERTIFICATE OF PAYMENT TO BUILDING & SAFETY

☐ ELEMENTARY SCHOOL DISTRICT
DISTRICTS VARY BY LOCATION. CONTACT WILLIAM S. HART DISTRICT FOR INDIVIDUAL INFORMATION.

- NEW BUILDINGS (FLOOR AREA: _____)
- ALL ADDITIONS (FLOOR AREA: _____)

RETURN CERTIFICATE OF PAYMENT TO BUILDING & SAFETY

☐ CASTAIC LAKE WATER AGENCY
27234 BOUQUET CANYON ROAD, SANTA CLARITA, CA 91350
CONTACT: DOUG RICHAN PHONE: (661)297-1600 x233
HRS: 8 AM – 5 PM (M-TH) (CALL FOR APPT.) EMAIL: DRICHAN@CLWA.COM

- NEW BUILDINGS (FLOOR AREA: _____)
- ADDITIONS (FLOOR AREA: _____)
- TI WITH CHANGE OF USE
- NEW POOL / SPA
- RESTAURANT WITH AN INCREASE IN SEATING

RETURN CERTIFICATE OF PAYMENT TO BUILDING & SAFETY

☐ SANITATION DISTRICTS OF L.A. COUNTY
1955 WORKMAN MILL ROAD, SUITE 104, WHITTIER, CA 90607
HRS: 7:30 AM – 3:45 PM (M-TH), 7:30 AM – 2:45 PM (F) PHONE: (562)699-7411 x2727

- NEW BUILDINGS
- ADDING TO EXISTING BLDGS.
- CHANGING THE USE OF A STRUCTURE (EX- STORE TO RESTAURANT)
- EXPANDING A COMMERCIAL OR INDUSTRIAL STRUCTURE

RETURN CERTIFICATE OF PAYMENT TO BUILDING & SAFETY

☐ COUNTY OF L.A. HEALTH SERVICES (SEPTIC)
WATER SEWAGE AND SUBDIVISION CONTROL
26600 AGOURA ROAD, SUITE 110, CALABASAS, CA 91302
CONTACT: WYNOR KAWAMOTO PHONE: (818)880-3411
HRS: 7 AM – 11 AM (TU-F) (CALL FOR APPOINTMENT)

- CONNECTING TO AN EXISTING ON-SITE SEWER SYSTEM (SEPTIC TANK)
- ADDING NEW UNITS TO AN EXISTING SEPTIC SYSTEM
- EXPANDING A COMMERCIAL OR INDUSTRIAL STRUCTURE
- ADDING STRUCTURES TO A PARCEL (INCL. POOLS & NON-HAB. BLDGS)
- CHANGING THE USE OF A STRUCTURE (EX- STORE TO RESTAURANT)

RETURN STAMPED / APPROVED PLAN OF SEWER SYSTEM

☐ COUNTY OF L.A. ENVIRONMENTAL HEALTH SERVICES
6851 LENOX AVENUE, SUITE 310, VAN NUYS, CA 91405
CONTACT: MIRA IVKSC PHONE: (818)902-4490
HRS: 8 AM – 10 AM (M-F) (CALL FOR APPOINTMENT)

- NEW RESTAURANTS AND FOOD SERVICE (FOR ANY NEW BUILDINGS, TENANT IMPROVEMENTS, OR BUILDING IMPROVEMENTS. FOOD SERVICES INCLUDE ANY FOOD OR BEVERAGE (EVEN PRE-PACKAGED), CANDY, VITAMINS, SODA, WATER (BOTTLED), ETC. DOES NOT INCLUDE VENDING MACHINES.)

ENVIRONMENTAL HEALTH APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ COUNTY OF L.A. RECREATIONAL WATERS
26415 CARL BOYER DRIVE, SANTA CLARITA, CA 91350
CONTACT: TOM CLARK PHONE: (661)287-7014
HRS: 8 AM – 9 AM (M-TH)

- PUBLIC / COMMERCIAL POOLS & RECREATION EQUIPMENT FOR POOLS, SPAS, SLIDES, ETC.
- INTERACTIVE WATER FOUNTAINS

RECREATIONAL WATERS APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ COUNTY OF L.A. ENVIRONMENTAL PROGRAMS (IND. WASTE)
23757 VALENCIA BOULEVARD, SANTA CLARITA, CA 91355
CONTACT: MARK KHAL OR TOM CUSTARD PHONE: (661)222-2953
HRS: 8 AM – 9:30 AM (M-F)

- NEW BUILDINGS (FLOOR AREA: _____)
- ADDITIONS (FLOOR AREA: _____)
- GAS STATIONS OR REMOVAL OF TANKS
- MITIGATION OF OIL AND GAS WELLS
- MODIFY U-GROUND TANKS/DISPENSERS
- NON DOMESTIC WASTE
- CHANGE OF USE TO OR FROM USE WITH INDUSTRIAL WASTE

INDUSTRIAL WASTE APPROVAL STAMP ON FINAL PLANS REQUIRED

**☐ COUNTY OF L.A. HEALTH SERVICES
RADIATION MANAGEMENT DIVISION**
3530 WILSHIRE BOULEVARD, 9TH FLOOR, LOS ANGELES, CA 90010
CONTACT: JEFF DAY (DIRECTOR) PHONE: (213)351-7897
HRS: 8 AM – 5 PM (M-F)

- NEW CONSTRUCTION AND TENANT IMPROVEMENTS CONTAINING X-RAY FACILITIES
- INSTALLING X-RAY UNITS OR EQUIPMENT
- RECONFIGURING EXISTING X-RAY FACILITIES

PROVIDE LETTER OF APPROVAL WITH APPROVED PLANS

☐ AIR QUALITY MANAGEMENT DIVISION (AQMD)
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
HRS: 7:30 AM – 5:30 PM (TU-F) PHONE: (909)396-3529

☐ PERMIT MAY BE REQUIRED AS DESCRIBED IN THE AIR QUALITY PERMIT CHECKLIST (FOR USES SUCH AS: CHARBROILERS, DRYCLEANERS, SPRAY BOOTHS, AUTO BODY SHOPS, SERVICE STATIONS, PARTS COATING, GENERATION OF DUST, SMOKE, OR FUMES, ETC.)

☐ ASBESTOS REMOVAL OR DEMO WORK WHERE ASBESTOS IS PRESENT
RETURN AQMD NOTIFICATION FORM (FOR ASBESTOS REMOVAL OR CLEARANCE LETTERS (WHERE AQMD PERMITS ARE REQUIRED))

☐ CAL / OSHA
6150 VAN NUYS BOULEVARD, SUITE 405, VAN NUYS, CA 91401
HRS: 9 AM – 11 AM & 1:30 PM – 3:30 PM (W-TH) PHONE: (818)901-5403 (CALL FOR APPOINTMENT)

- EXCAVATIONS AND TRENCHES 5 FEET OR DEEPER AND INTO WHICH A PERSON IS REQUIRED TO DESCEND
- THE CONSTRUCTION, DEMOLITION, OR THE DISMANTLING OF ANY BUILDING STRUCTURE, SCAFFOLDING OR FALSEWORK MORE THAN 36 FEET IN HEIGHT

RETURN COPY OF OSHA PERMIT TO BUILDING & SAFETY

**☐ DEPARTMENT OF CONSERVATION
DIVISION OF OIL, GAS, AND GEOTHERMAL RESOURCES**
1000 S. HILL ROAD, SUITE 116, VENTURA, CA 93003
CONTACT: STEVE FIELDS PHONE: (805)654-4761
HRS: 8:30 AM – 4:30 PM (M-F) (CALL FOR APPOINTMENT)

- ABANDONED OIL WELLS
- ABANDONED GAS WELLS
- ABANDONED EXPLORATORY WELLS

RETURN STAMPED APPROVED SITE PLAN TO BUILDING & SAFETY

**☐ COUNTY OF L.A. FIRE DEPARTMENT
PETROLEUM CHEMICAL UNIT**
CONTACT COUNTY OF L.A. FIRE PREVENTION BUREAU LOCATED AT 23757 VALENCIA BOULEVARD, SANTA CLARITA, CA 91355
INSPECTOR COUNTER HRS: 8 AM – 10 AM (M-F) PHONE: (661)286-8821
PLAN CHECK COUNTER HRS: 8 AM – 10:30 AM (M-F) PHONE: (661)286-8821

- ABANDONED WELLS OR ACTIVE WELLS
- ABOVE GROUND TANKS OVER 100 GALLONS
- LPG TANKS OVER 1200 GALLONS
- HAZARDOUS MATERIALS STORAGE

FIRE APPROVAL STAMP ON FINAL PLANS REQUIRED

NOTES: _____

Permit Process Tips

- ▶ Take advantage of what the agencies have to offer.
- ▶ The time you spend on your project before the plans are submitted will save you even more time during the plan check process.
- ▶ The city is required to enforce the codes... *but we also want your project to succeed!* New construction that is safe and efficient adds value to the properties in the city.



Did you know...?

- ▶ Building & Safety plan review fees cover one review and two rechecks.
- ▶ Building & Safety offers electronic plan review (ePlans).
- ▶ If your space has a Certificate of Occupancy (C of O), and you are not making changes to the use or size of the space, a new C of O will not be required.



**Step 5 of the permit process:
Contact each of the agencies applicable to your project.**

- ▶ Determine what documents and/or fees each agency will require in order to approve your project.
- ▶ Before Building & Safety can issue a building permit, approvals from all applicable agencies must be obtained.
- ▶ Start the process with each agency early.



Step 6 of the permit process:

Have complete, coordinated, and professional plans prepared.

This is the most important step of the permit process. Complete plans which comply with the codes will be reviewed and approved quickly.

Incomplete plans which do not comply with the codes will take longer to review, and will require corrections.

Lack of coordination between trades is a common error on plans.



**Step 7 of the permit process:
Submit your plans for review to all applicable agencies.**

- ▶ Submit two copies of plans.
- ▶ Plan review by Building & Safety and other applicable agencies.
- ▶ Turn-around time for Building & Safety plan review is typically 2–4 weeks.
- ▶ Plan review comments may be issued.
- ▶ Project applicant is contacted.

Building & Safety engineers are available in-person, by e-mail, or by phone to answer any plan review questions you may have.



Step 8 of the permit process: Resolve any plan review comments.

- ▶ Resolve all plan review comments/corrections.
- ▶ The final plans must incorporate all of the requirements from the applicable agencies.

Multiple plan reviews may be required

Depending on how complete the plans are, multiple rounds of plan review may be required. For example:

- **First plan review:** The plans are lacking disabled access information.
- **Second plan review:** Disabled access information is provided. The plan reviewer is checking these details for the first time. The plan reviewer issues comments/corrections.
- **Third plan review:** The accessibility details are corrected and the plans are approved.

If the accessibility information had been provided for first review, only two plan checks would have been required.

Step 9 of the permit process:

Obtain agency approvals, pay fees, and pull the permit.

- ▶ Resubmit the plans to the applicable agencies, and obtain all plan approvals.
- ▶ The final set of plans must be routed to all of the agencies.
- ▶ Bring the approved plans and fee receipts to Building & Safety.
- ▶ Pay permit fees and pull a building permit. Building permits may be issued to a licensed contractor or the building owner.



Every tenant improvement project is unique. Consider the following factors which can vary from one project to another:

- ▶ Proposed use of the tenant space (office, industrial, retail, assembly, etc.)
- ▶ Existing use of the tenant space
- ▶ Project location (industrial area, second floor, etc.)
- ▶ Project size
- ▶ Age of existing construction
- ▶ Type of existing building (wood-framed, masonry, steel, etc.)



Therefore, the permit process is unique for each type of project.

Consider the following examples...

Example #1: Small Retail Store

A small retail store currently occupies a 2,000 sq. ft. space:

Sales floor: 1,300 sq. ft.

Back area (office, stock room): 700 sq. ft.

The store is proposing to expand their sales floor into a portion of the back area. The proposed areas will be as follows:

Sales floor: 1,650 sq. ft.

Back area (office, stock room): 350 sq. ft.

The proposed construction work includes:

Demolition of one interior partition wall.

350 sq. ft. of T-bar ceiling and new lighting.

The total construction cost is \$8,000

What would be required to obtain a building permit?

Example #1: Small Retail Store

The existing sales floor (1,300 sq. ft.) has 43 occupants. The proposed sales floor (1,650 sq. ft.) would have 55 occupants. When the occupant load exceeds 49, numerous Building Code requirements are triggered (two exits, exit separation, door swing, exit signage, tactile signage, etc.).

Plans will be required showing full compliance with Building Code requirements.

New work triggers disabled accessibility upgrades. When the construction cost is below the threshold, up to 20% of the adjusted construction cost must be spent on upgrading the existing path of travel serving the proposed space.

Plans will be required showing full compliance with accessibility requirements in areas of new construction. Plans shall also demonstrate which parts of the existing space comply with accessibility requirements and which parts are being upgraded. Specific details for accessibility will be required.

New lighting shall comply with California Energy Code requirements.

Plans will be required to demonstrate compliance with the Energy Code.

Plans must be approved by Planning, Building & Safety, and L.A. County Fire Prevention prior to building permit issuance.

Even a “small” tenant improvement project can trigger important code requirements.

Example #2: New Restaurant in Retail Building

A new restaurant is proposing to move into a portion of an existing retail building. The project will include:

- Dining and waiting areas: 5,000 sq. ft. (approx. 250 occupants)
- Back area (kitchen, office, restrooms): 2,000 sq. ft.

Existing building information:

- One story, 12,000 sq. ft.
- Built in 1980
- Type V-B construction
- Non-sprinklered

The proposed construction work includes:

- New partition walls
- New restrooms
- New kitchen exhaust hoods
- New rooftop HVAC equipment and makeup air units
- New ceilings and soffits
- New mechanical, plumbing, and electrical

The total construction cost is \$800,000

What would be required to obtain a building permit?

Example #2: New Restaurant in Retail Building

Santa Clarita Planning requires more parking for restaurants than for retail.
A parking analysis will be required.

The dining and waiting areas are assembly (A) occupancies. The existing building was designed for retail (M) and office (B) uses. The allowable area of the existing building will not accommodate the proposed restaurant without significant upgrades (new fire-rated construction or fire sprinklers).

The existing building was built before disabled accessibility requirements were required by the Building Code or ADA. Numerous elements do not comply with disabled accessibility regulations. The adjusted construction cost exceeds the threshold. Therefore, the accessible path of travel serving the restaurant must be upgraded to fully comply with current code.

Structural engineering will be required for the rooftop equipment, hood bracing, and suspended ceilings and soffits.

Kitchen equipment (including water heaters) that are regulated by the energy commission must be specified from the Certified Appliance Database.

The California Plumbing Code will require separate restroom facilities for men (2 toilets, 1 urinal) and women (3 water closets).

Example #2: New Restaurant in Retail Building

Complete construction plans will be required which show compliance with all code requirements (fire and life safety, accessibility, structural, mechanical, electrical, plumbing, energy, green building). Plans must be prepared by licensed professionals.

Prior to building permit issuance, plan approvals or fee payment receipts must be obtained from the following agencies:

- ▶ Santa Clarita Planning (plan review, fees)
- ▶ Santa Clarita Building & Safety (plan review, fees)
- ▶ Santa Clarita Environmental Services (construction waste recycling deposit)
- ▶ L.A. County Fire Prevention (plan review, fees)
- ▶ Castaic Lake Water Agency (fees)
- ▶ L.A. County Sanitation District (fees)
- ▶ L.A. County Environmental Health Services (plan review, fees)
- ▶ L.A. County Industrial Waste (Plan review, fees. Grease interceptor may be required.)

Notice the differences in the permit process between project Examples 1 and 2.

Thank you for watching!



City of Santa Clarita Permit Center
23920 Valencia Blvd., Suite 140
Santa Clarita, CA 91355

Building & Safety: (661) 255-4935