

### TENANT IMPROVEMENTS FOR RETAIL/OFFICE

The City of Ventura has implemented a procedure for plan review by appointment for tenant improvement projects. This is an effort to streamline the plan review process for smaller, less complex tenant improvement projects that can be reviewed over-the-counter. The City is offering **Express Plan Review** only for the following projects that involve tenant improvements or alterations for:

- Professional Business Office (B), except Medical/Dental Office uses
- Retail Sales (M)
- Offices associated with approved Existing Warehouses (S1) or Factories (F1)

*NOTE: **Express Plan Review** does not apply to projects involving a change of use, are multi-story (including mezzanines), or those that include adding square footage to existing or new buildings.*

For a project to qualify for **Express Plan Review**, all of the following conditions shall apply:

1. Plans must be designed by a licensed architect or qualified designer and be complete at the time of the plan review.
2. The maximum square footage of the space shall not exceed 3000 square feet, less than a total of 50 occupants and shall be single story.
3. No structural changes or exterior changes.

**Express Plan Review** will be done by **Appointment Only**. The architect/designer must be present at the appointment. It is recommended the Mechanical, Electrical and Plumbing consultants be present as well.

**TIME: Wednesdays and Thursdays from 2:00p.m. To 4:00p.m.**

**NOTE: No permits will be issued after 4:30p.m. TI permits will only be issued to a licensed contractor with a current City of Ventura Business License.**

**Express Plan Review does not imply that a permit will be issued the same day.** If the plans are not complete according to the City Commercial Plan Submittal Requirements handout and/or are poorly drawn, the plan review staff will note the missing items and advise the applicant on the procedure for further reviews. Please note that City staff cannot perform the design of any part of the project.