



CITY OF SANTA CLARITA BUILDING & SAFETY

EXPRESS PLAN REVIEW FOR RETAIL/OFFICE TENANT IMPROVEMENTS

The City of Santa Clarita 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 cannot 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 3,000 square feet and shall be single story.
3. ***Express Plan Review*** will be done by appointment only
 - a. An appointment, along with a plan review fee payment, must be made a minimum of one week in advance by the architect/designer. The appointment will not be scheduled without the plan review fee payment. To schedule an appointment and pay the fee, please call (661) 255-4935.
 - b. A permit application must be completed, accompanied by a preliminary floor plan and site plan, and submitted a minimum of one week in advance of the scheduled appointment.
 - c. On the day of the appointment, arrive at least 15 minutes early to complete any additional paperwork.
 - d. The architect/designer and owner must be present at the scheduled appointment. (It is recommended the MEP consultants be present as well.)

NOTE: On a case-by-case basis, smaller projects that involve minimal plan review time may still be done over-the-counter without an appointment.

Express Plan Review done by appointment does not imply that a permit will be issued the same day. If the plans are not complete, are poorly drawn, or are lacking vital information, the plan review staff will discuss the items with the applicant and advise them on the procedure for further reviews. Please note that City staff cannot perform the design of any part of the project.

In addition to Building and Safety, the plans may need to be reviewed and approved by other agencies. An agency referral sheet will be provided at the time of review. The applicant is responsible for contacting these agencies directly and satisfying their requirements prior to permit issuance.