

# Measure F Training

The Oxnard Permit Simplicity Act (Measure F) requires that a training program be implemented and developed by the City of Oxnard as a prerequisite for applicants to submit projects through the Permit Simplicity Program (Program). The City of Oxnard Community Development Department (Department) will be the administrator of the Program.

This Measure F training program is divided into the following chapters:

1. Overview of the Program Details & Process
  2. Administrative Aspects the Certified Professional is responsible for.
  3. Examining plans for compliance to City Code and other applicable laws.
  4. Review of other Oxnard plan submittal options.
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The Oxnard Permit Simplicity Act (Measure F) is the result of a voter approved ballot initiative and is now codified in the Oxnard City Code (OCC) as Chapter 26. This Measure F Program (Program) allows for the issuance of a permit in 1 business day provided the following general steps have been satisfied. Please refer to OCC Chapter 26 for the complete program language.

- A. Project applicants must be continuously licensed and in good standing for the preceding 5 years by the State of California and practicing within their discipline as per section 26-20 of the OCC. Please review this code section before submitting a project into the Program.
- B. Qualified Applicants must complete Measure F Training provided by the City. A final exam will be conducted at the conclusion of the training.
- C. Applicants who are not licensed Architects or Engineers, must also complete a “training program approved by the City” or have other certifications as per Sec. 26-20(C).
- D. Applicants are required to show evidence of \$1,000,000 professional liability insurance that will be held for 5 years.

- E. The project must obtain all necessary pre-approvals including Planning Permits/Entitlements, (including CEQA compliance), as well as plan check approval from the Oxnard Fire Department, Planning Department, Electrical Plan Check, and any other necessary outside agencies.
- F. Once the necessary pre-approvals are obtained, the final project plans are required to be submitted by the applicant to undergo a 3rd party structural peer review and receive a final peer review Certificate of Approval, stamped & signed by the structural peer reviewer. The peer reviewer is to be selected from a list provided by the City. The structural peer reviewer should contact the Department for clarification of their scope of review under the Program. It is not required by the Program that the structural peer reviewer acts outside of their scope of licensure. The structural peer review Certificate of Approval is to be submitted with the other pre-approvals, applications, forms, letters, and other documents required at the time of application.

- G. The applicant, referred to as the Permit Simplicity Certified Professional (PSCP) should then fill out a Project Application which will include, among other information, the following attachments:
- Evidence of pre-approvals as described above per 26-31(A)
  - Proof of Insurance as per 26-31(B)
  - Professional of Record Certification Statement per 26-31 (C) attesting to subparagraphs (1) through (12)
  - An Owner/Tenant Certification Statement signed by the owner or tenant per 26-31(D)
  - Two Hold Harmless letters, one signed and dated by the owner/tenant and the second signed by the PSCP each attesting to items (1) through (4) of 26-31(E).
  - Provide a “Reasonable Hardship Plan” for ADA and California Building Code accessibility requirements as per 26-31(F).
- H. Applications will not be processed until all required documents are received and complete.
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- I. Applications for projects will be screened for meeting all Program requirements. If the project meets all Program requirements, the PSCP will be notified and a permit issued within 1 business day. The permit will be stamped as “Permit Simplicity Certified Project”.
  - J. If a project does not meet all Program requirements, it will be Rejected from acceptance into the Program. The applicant (the PSCP) may either submit through the regular plan check process or they may appeal the decision to reject the project to the Building Board of Appeals. The Building Board of Appeals is a distinctly different appeals board than that of the Board of Appeals that is described in the California Building Code. The applicant has 10 days to file an appeal, and the appeal hearing will be conducted within 45 days from the date the appeal was filed. There is no further appeal beyond the Building Board of Appeals for rejection from the Program.
  - K. Projects will be Audited (plan checked) after the permit is issued as per Sec 26-40. The Department retains the right to Audit every project.
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- L. The audit process will take place in the same timeframe as the regular plan check process. There is no expediting of auditing for projects submitted into the Program. Should code deficiencies be found during the audit process, the Audit will be scored according to the “Permit Simplicity Certified Program Auditing and Appeal Procedures” which will be posted on the City website. The applicant will be required to correct the plans and resubmit them for a 2nd audit to confirm the corrections have been made. Should the corrective actions fail to resolve the code deficiencies discovered during the audit, a 2nd audit failure may result. The project plans will continue through repetitive audit cycles as necessary to achieve compliance with all adopted Codes and other applicable standards.
  - M. Applicants can be suspended from the Program for failing project audits, or for failing to submit audit corrections by the date required. Applicants can have their Program certification permanently revoked for providing false or fraudulent information, making false statements of material fact, providing fraudulent signatures, or for failing to submit revisions triggered by a field inspection, as per Sec. 26-43, and 26-33.
  - N. The Department retains the right to halt inspections and/or issue a Stop Work notice to projects that have code deficiencies discovered during the audit process or through field inspections.
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- O. Adverse audit results, and suspension or revocations from the program can be appealed to the Building Board of Appeals (BBOA) if a written request for appeal is received within 10 days of date the notice was mailed to the applicant. The appeals hearing will be scheduled within 45 days of receipt of the request for appeal. The BBOA's function is solely to determine whether the audit results, or suspension or revocation from the Program is warranted. The BBOA has no authority to rule on Code interpretations or other matters outside the scope of the Program. The request for an appeal to the Building Board of Appeals will require the payment of an appeals fee currently set at \$214.83.
  
  - P. The PSCP may further appeal an adverse ruling of the Building Board of Appeals to the City Council for decisions regarding adverse audit results, and suspension or revocations from the program. The request for an appeal to the City Council must be received within 15 days of mailing of notice of the BBOA decision and will require the payment of an appeals fee currently set at \$1,921.50. The scheduling of the appeal to the City Council will be dependent on the City Council meeting schedule and availability, but it will not be unreasonably delayed.
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- Q. Voluntary field revisions initiated by the applicant after the permit has been issued shall follow the same process outlined above except that the the PSCP eligibility criteria in general do not need to be re-established.
- R. Mandatory field revisions initiated by an Inspector due to code violations observed or deficiencies in the plans shall follow the following process:
- The inspection supervisor shall confirm the deficiencies and if confirmed, the PSCP shall be notified in writing (email is sufficient).
  - The PSCP shall submit corrected plans or otherwise take the necessary actions to resolve the situation. Revised plans will be plan checked in the regular plan check process. Failure by the PSCP to take corrective action in a reasonable time period will result in the Revocation of the PSCP's certification in the Program.
  - The inspection supervisor shall score the violation(s) and a score of 5 or greater will result in a mandatory Audit.
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This section covers some of the administrative aspects of Measure F that the Permit Simplicity Certified Professional is responsible for:

- A. The Measure F program is a type of self-certification program that relies on the competence and due diligence of the Permit Simplicity Certified Professional (PSCP). Once all necessary pre-approvals and paperwork have been submitted, the plans submitted to this program are to be issued a permit within 1 business day, which means the normal plan review process has not occurred. This aspect of the Program necessitates that the plans and supporting documentation be 100% compliant with all applicable codes upon first submittal. All projects are subject to an audit after the permit is issued to verify that all applicable codes and standards are met. If code deficiencies are discovered during the audit, the PSCP may be suspended from the program, project inspections may be halted, or a full work stoppage notice issued, depending on the nature of the discrepancies found during the audit.

## Chapter 2 - Administrative Aspects the Certified Professional is responsible for. 11

### A. (continued)

If, for example, a project submitted to the Program requires 2-3 rounds of audit (plan check) corrections before being approved, the PSCP would be suspended from the Program due to multiple audit failures, and project delays would occur. The number of audit failures are cumulative with each individual PSCP - they are not reset with each new project submitted to the Program, therefore it is critical that the PSCP ensures the plans and supporting documentation are 100% compliant with all applicable codes and standards. The Program mandates the following actions for each audit failure:

- A single audit failure will result in either a temporary suspension or a written warning.
- 2nd audit failure can result in mandatory Auditing for the following 12 months in addition to a temporary suspension.
- 3rd audit failure will result in a 12 month suspension from the Program.
- 4th audit failure will result in Revocation of the PSCP certification for 3 years.

### B. Project Scope - the scope of projects that can be submitted to the Program is not limited, however projects involving work that has commenced without permits are not eligible to use the Program.

- C. The eligibility criteria for participation in the Program can be found in Section 26-20. Registration or licensure with the State of California is a general requirement, and that license or registration must be in good standing at the time of application and continuously held for the previous 5 years. Section 26-20 lists several license categories eligible to apply for the program including architects, civil engineers, contractors, certified interior designers, mechanical and electrical engineers, geotechnical engineers, etc.

Although several categories of state licensure are listed in 26-20, this does not preclude the State Laws that govern the practice of architecture and engineering from limiting the type of project or scope of work that a given license category can take responsibility for. For example, a licensed electrical engineer cannot prepare plans for civil engineering, architectural, structural, mechanical, or other disciplines. Similarly, a licensed contractor cannot prepare plans, or cause plans to be prepared under their supervision, for multiple trades that they do not hold a specialty license for.

Project plans submitted to the Program must be complete and contain all disciplines necessary to construct the project, and the PSCP must stamp and sign all plan sheets, including all disciplines.

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- D. A project application and submittal checklist will be available on the City website. Please review Sections 26-31 and 26-32 for a complete listing of all of the requirements.
  - E. Please review all of the insurance requirements mandated by the Program in Section 26-31(B). As mentioned in Chapter 1, professional liability insurance is required, but there are specific insured amounts, company ratings, endorsements, and other details in this section that need to be met. Among the requirements is the stipulation that the insurance be held for 5 years after the project is complete, and that the insurance coverage cannot be cancelled except after a minimum of 30 days notice is provided to the City. Should insurance coverage fail to be maintained as required by the Program, the Department may revoke the PSCP certification and may also revoke the permit for projects pending by that PSCP.
  - F. All PSCP's registered in the program will need to undergo additional training with each new building code cycle to maintain their registration status. This training is not provided by the City. Please coordinate with the Building Official before participating in any training for this purpose to confirm it will satisfy this Program requirement.
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- G. It is strongly recommended that all potential applicants contact the Department well in advance of a project submittal to review the Program requirements and determine all necessary pre-requisite approvals. The application process will necessarily take place in 5 general steps:
1. The PSCP applies for and completes the Measure F Training.
  2. The PSCP, coordinates a specific project submittal in advance with the Department and begins gathering the necessary forms, letters, and other documents. Please refer to Sections 26-31 and 26-34.
  3. Planning permits/entitlements, if required, will need to be obtained through the standard process. Contact the Planning Division staff for details on this process.
  4. Once planning permits/entitlements are obtained, the project construction drawings and supporting documentation are to be submitted for pre-requisite plan check approval by the Fire Department, Planning Division, and Electrical Plan Check. Civil improvement plans, if required, will need to be submitted through the standard process for approval at this time as well. Encroachment/grading permits need to be issued, grading completed, and pad certifications obtained.
  5. The applicant sets an appointment with the Department for final submittal of the plans, supporting documentation, and all other necessary forms, letters, etc. If all Program requirements are met including all necessary pre-approvals, the applicant will be notified and a permit issued within 1 business day.
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SECTION BREAK

## Examining plans for compliance to City Code and other applicable laws.

This section covers the topic of examining plans, applicable codes, and common plan errors:

- A. The City of Oxnard, as required by State Law, adopts and enforces the California Building Standards Code (CBSC), currently the 2022 edition. As allowed by State Law, the City of Oxnard has made amendments to the CBSC based on specific local findings. The CBSC can be found online at the California Building Standards Commission website at <https://www.dgs.ca.gov/BSC>. The City of Oxnard amendments to the CBSC can be found in Chapter 14 of the Oxnard City Code. The Oxnard City Code can be found on the city's website under Departments-City Clerk-Resources.
- B. Disabled access regulations are found in the CBSC under chapters 11A and 11B for housing, public housing, public accommodations and commercial buildings . Local cities do not enforce Federal ADA regulations. Similarly, the City of Oxnard does enforce the Fair Housing Act. The CBSC disabled access provisions are at least as stringent as the Federal standards, but there are differences in a few areas. The CBSC provisions should be applied in all cases for projects submitted to the City of Oxnard.



## Examining plans for compliance to City Code and other applicable laws.

- C. The details of the applicable codes are beyond the scope of this training session. It is the responsibility of the applicant to be familiar with all applicable codes found in Title 24 of the California Code of Regulations, including but not limited to: Building Code, Residential Code, Electrical Code, Plumbing Code, Mechanical Code, Energy Code, Fire Code, Green Building Standards Code, Historical Building Code, Existing Building Code, Referenced Standards Code, Administrative Code, and all other applicable State Laws and Standards.
- D. The Program requires that the Permit Simplicity Certified Professional (PSCP) stamp & sign all pages of the construction documents and supporting materials. This means that multiple design professionals cannot be in 'responsible charge' of different parts of the project as is the industry standard. The PSCP must accept responsibility for all components of the project: architectural, structural, electrical, mechanical, plumbing, civil, energy, disabled access, etc.

## Examining plans for compliance to City Code and other applicable laws.

- E. In addition to the California Codes, the Oxnard City Code has additional regulations applicable to a construction project that must be adhered to. Refer to Oxnard City Code Chapter 14 for Beach Construction, Chapter 18 for Floodplain Management, and Chapter 15 for Subdivisions in addition to the other requirements of the Oxnard City Code.
- F. As mentioned previously, it is critical that the 'self-certification' aspect of the Program be taken seriously and that plans submitted into the Program are verified by the applicant to be 100% compliant to all applicable Codes & Standards. It is strongly recommended that the PSCP consult with a 3rd party for a code compliance peer review before submitting a project. Additionally, it is strongly recommended that a 3rd party CASp disabled access specialist be engaged to peer review the project plans and supporting documentation prior to submittal. Generally disabled access compliance is one of the most frequent sources of plan check corrections for projects submitted through the normal plan check process.

## Examining plans for compliance to City Code and other applicable laws.

- G. In the traditional plan check process, plan check corrections are communicated to the applicant, the plans are corrected and resubmitted, and this process repeats for typically 2-3 cycles until all of the plan check corrections have been addressed. In the Measure F Program, that plan check process will not occur except through an after-the-fact audit process. To facilitate the initial submittal process, the following plan review information is offered:
1. In commercial projects, and to some extent multifamily projects, the most prevalent code corrections have to do with disabled access compliance. In some cases, disabled access plan check review occupies 40-50% of the total plan check time. Disabled access compliance in California has very little room for interpretation in terms of compliance with the letter of the code. Please dedicate ample time to address disabled access in your designs, both in the early preliminary design stage and in the construction drawing phase. It is strongly recommended that the applicants to this Program enlist a 3rd party CASp certified consultant to ensure disabled access compliance.

## Examining plans for compliance to City Code and other applicable laws.

### G. (Continued)

2. Many commercial and multifamily projects are submitted with fundamental fire and life-safety code compliance issues. Please ensure a thorough review of these items have taken place prior to submittal, including but not limited to: Accounting for the type of construction, the location on the property, and the type of fire sprinkler system in verifying the allowed area and height of a proposed building; checking how the proximity between buildings and property lines can determine certain fire protective construction requirements (fire separation distance); detailing and appropriate callouts need to be provided for every penetration of vertical and horizontal fire rated construction in compliance with Chapter 7 of the CBC, and the type of protection required is dependent on both the type of surface being penetrated and the type of object that is penetrating the fire rated construction; an exiting analysis should be a part of the plans and it should check travel distance, common path of egress travel, and fire rated construction requirements as per Chapters 7 and 10 of the CBC; Assembly uses and Hazardous material occupancies require special consideration and diligence.

## Examining plans for compliance to City Code and other applicable laws.

### G. (Continued)

3.The City of Oxnard requires fire sprinklers for all structures, and also requires that fire sprinklers be retrofitted into existing buildings for certain types of occupancy changes and large renovations. Refer to Oxnard City Code Chapter 14 for additional information.

4.Lack of plan coordination is a frequent cause of plan check corrections. It is critical that all components of a project be coordinated and that multiple components are not assembled without a coordination review immediately prior to submitting them into the Program. Some of the most common coordination discrepancies include water meter sizes not being coordinated between the plumbing plans, civil plans, and landscape plans; energy code compliance calculations not matching the mechanical and/or architectural plans; changes during the project design phase are not picked up by all disciplines.

5.The Energy Code is typically the most significantly updated component of the CBSC each code cycle. Please ensure that the energy code compliance method and/or software used is the latest code version.

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## Examining plans for compliance to City Code and other applicable laws.

G. (Continued)

6. Multifamily residential can be some of the most code complex types of projects. Disabled access requirements for multifamily housing can be particularly confusing, especially if any public funding source is being used. Additionally, exiting, fire protective construction, and penetration firestopping issues are generally more complex and require adequate consideration in the design phase of the project.

7. Single family residential projects utilize the California Residential Code. Please see the amendments to this code in Oxnard City Code Chapter 14, particularly for seismic and wind loading under conventional framing (prescriptive) methods.

8. Accessory Dwelling Units frequently have plan check corrections relating to the dwelling unit separation between units for attached ADU's. Please also review the Building & Engineering Division website for a useful checklist that must be completed prior to submitting an ADU project. Many common code deficiencies for ADU submittals are covered by this checklist.

9. One of the primary purposes for the construction plans is to provide the project inspectors with a clear understanding of the intended design. Clear details, schedules, notes, etc. are critical.

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## Examining plans for compliance to City Code and other applicable laws.

- H. Backchecking your own work is difficult at best due to the level of familiarity with the project the designer will have developed throughout the design process. It is strongly recommended to have a 3rd party with a high degree of code competency review the project plans and all supporting documentation prior to submittal to the Program. Again it is emphasized that projects submitted into the Program with code deficiencies, or that are otherwise not in compliance with all applicable laws and regulations, will incur project delays once these are discovered after the permit has been issued.

Measure F is an optional plan submittal process. There are other methods of submitting projects through the City of Oxnard as described below.

- A. Traditional Plan Check - the traditional plan check process is available for all applicants. The requirements for certification, insurance, structural peer review, auditing, and the other forms and documents required for the Measure F program are not applicable. Additionally, multiple consultants can collaborate on a single project without having a single professional stamp and sign all sheets of the project plans and supporting documents. For example, a licensed architect will not have to stamp & sign the plan sheets created by the structural engineer, electrical engineer, mechanical engineer, and energy code consultant. Those respective consultants would stamp and sign for their own work as allowed by State Law. This traditional method may also be better suited for smaller projects that historically have not required a state licensed/certified professional to prepare the plans, such as for room additions.
  - B. The Small Business Assistance Program - in effect for over 20 years, this very popular program is tailored towards commercial tenant improvements. Scheduled once per week by appointment, a plan check is conducted by all departments/divisions during an interactive 1 hour meeting.
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## Additional Implementation Details

- A. Per OCC Section 26-34(E), the permit issued pursuant to Measure F will be stamped with the following language “Permit Simplicity Certified Project”. Additionally, language will be printed or stamped on the permit card to the effect of “This Project has NOT been reviewed by the City of Oxnard Building Official for compliance with the California Building Standards Codes. This Permit is considered PROVISIONAL until the Audit of this project has been completed.”
  - B. Any work conducted under a PROVISIONAL permit is “At-Risk” and may be subject to removal or re-construction if code deficiencies are discovered during the Audit or through field inspections.
  - C. Field Inspections of a PROVISIONAL permit will be provided on an “At-Risk” basis and will not be signed off as “approved” by the Building Inspector until the Audited plans have been approved by the Building Official.
  - D. The Structural Peer Reviewer must furnish a “Certificate of Approval” and stamp each sheet they have reviewed (2 complete sets of plans) as well as the cover sheet of the structural calculation package. The stamp should indicate that the Structural Peer Reviewer has reviewed those pages/documents and is not intended to be their professional engineering stamp/seal.
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This concludes the Measure F training program. A final exam will be administered, and after a passing, a certificate and registration number will be provided to each Permit Simplicity Certified Professional. If you have any additional questions regarding the Measure F program, please contact the program administrator at [MeasureF@oxnard.org](mailto:MeasureF@oxnard.org).



## End of Training Video