

Site Address: \_\_\_\_\_

Plan Check #: \_\_\_\_\_

The City of Ventura automatic fire sprinkler retrofit program is intended to promote fire and life-safety equitably across all types of occupancies and classes of construction through mandatory retrofitting of automatic fire sprinkler systems. This mandatory retrofitting of automatic fire sprinklers is required in existing occupancies when the following thresholds or criteria is met.

**In order for your building permit application to be deemed "complete", this worksheet must be completed.**

(Check One)

Residential Project   
(Complete Part 1)

Commercial Project   
(Complete Part 2)

**Part 1 (Residential Projects)**

**A. Increased Size**

1. November 6, 1991 legal/recorded building area \_\_\_\_\_ Sq. Ft.  
(Include attached garage)
2. Building area added since November 6, 1991 \_\_\_\_\_ Sq. Ft.
3. Proposed additional building area \_\_\_\_\_ Sq. Ft.
4. Add Line 2 and Line 3 \_\_\_\_\_ Sq. Ft.
5. (Divide Line 4 by Line 1) x 100 \_\_\_\_\_ %
6. If Line 5 equals 100% or more, then the entire structure must be retrofitted with an NFPA 13D automatic fire sprinkler system. Separate permits for the automatic fire sprinkler system and any water meter upgrades will be required.

**B. Ceiling Area**

1. Current building area including attached garage \_\_\_\_\_ Sq. Ft.
2. Area of building to have ceiling removed or exposed \_\_\_\_\_ Sq. Ft.
3. (Divide Line 2 by Line 1) x 100 \_\_\_\_\_ %
4. If Line 3 equals or exceeds 75%, then the entire structure must be retrofitted with an NFPA 13D automatic fire sprinkler system. Separate permits for the automatic fire sprinkler system and any water meter upgrades will be required.

I attest that the information on the worksheet is accurate and truthful to the best of my knowledge:

Applicant Name (printed) \_\_\_\_\_  
 Applicant Signature \_\_\_\_\_  
 Date: \_\_\_\_\_

By signing this affidavit, I understand that an NFPA 13D automatic fire sprinkler retrofit will be required when:

1. The area of additions to the building since November 6, 1991 exceed the November 6, 1991 building by 100%, or
2. 75% or greater of the ceiling is removed or exposed.

Owner's Name Printed \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 2 (Commercial Projects)**

**A. Occupancy Classification**

In all buildings/structures having a total floor area equal to or greater than five thousand square feet when a change in occupancy classification or use occurs that results in a more hazardous use, based on life and fire risk than the existing occupancy classification or use.

- 1. Current building area \_\_\_\_\_ Sq. Ft.
- 2. Current occupancy classification per California Building Code \_\_\_\_\_
- 3. Proposed occupancy classification per California Building Code \_\_\_\_\_

Occupancy types required to have an automatic fire sprinkler system installed by the California Building Code or California Fire Code when the square footage is less than 5,000 square feet will comply with the requirement of the California Building Code and/or California Fire Code.

**B. Ceiling Area**

- 1. Current building area \_\_\_\_\_ Sq. Ft.
- 2. Area of building to have ceiling removed or exposed \_\_\_\_\_ Sq. Ft.
- 3. (Divide Line 2 by Line 1) x 100 \_\_\_\_\_ %
- 4. If Line 3 equals or exceeds 75%, then the entire structure must be retrofitted with an NFPA 13 automatic fire sprinkler system. Separate permits for the automatic fire sprinkler system and any water service upgrades will be required.

**C. Area Increase**

- 1. November 6, 1991 legal/recorded building area \_\_\_\_\_ Sq. Ft.
- 2. Building area added since November 6, 1991 \_\_\_\_\_ Sq. Ft.  
(Including currently proposed additions)
- 3. Add Line 1 and Line 2 \_\_\_\_\_ Sq. Ft.
- 4. (Divide Line 3 by Line 1) x 100 \_\_\_\_\_ %
- 5. If Line 2 equals or exceeds 2500 sq. ft. and Line 3 is equal to or greater than 5000 sq. ft. and Line 4 equals or exceeds 10%, then the entire structure must be retrofitted with an NFPA 13 automatic fire sprinkler system. Separate permits for the automatic fire sprinkler system and any water service upgrades will be required.

I attest that the information on the worksheet is accurate and truthful to the best of my knowledge:

Applicant Name (printed) \_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date: \_\_\_\_\_

By signing this affidavit, I understand that an NFPA 13 automatic fire sprinkler retrofit will be required when:

- 1. The building area is equal to or exceeds 5000 sq. ft. and the proposed occupancy classification is determined to be a more hazardous use, or
- 2. 75% or greater of the ceiling is removed and/or exposed, or
- 3. The sum of the existing building area and proposed addition is equal to or exceeds 5000 sq. ft. and the addition is equal to or exceeds 2500 sq. ft. or the proposed addition is equal to or exceeds 10% of the current building area.

Owner's Name Printed \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Hours: Monday, Tuesday, Wednesday, and Friday: 7:30a.m. – 5:00p.m.  
Thursdays: 9:00a.m. – 5:00p.m.  
Closed Alternate Fridays  
**Note: No Financial Transactions after 4:30p.m.**

Location: Ventura City Hall, 501 Poli Street, Room 117  
Mailing Address: P.O. Box 99, Ventura CA 93002-0099  
Phone: (805) 677-3941