

# Tutoring, After School, and Educational Services Use and Permitting Information



*The purpose of this handout is to provide a summary of general information and basic requirements for tutoring, after school and educational service uses. Consult with City staff to gain a further understanding of the zoning and building permit processes. It is also recommended that a licensed architect or civil engineer prepare the appropriate plans.*

## What are educational service uses?

Educational service uses include facilities for tutoring, music schools, drama schools, language schools, short-term examination preparatory schools, after school curriculum development, and vocational counseling. These types of uses are generally classified within industry number 6116 of the North American Industry Classification System (NAICS).

Educational service uses are distinguished from child day care facilities because a license from the California State Department of Social Services is not required to operate an educational service.

## Where are educational service uses allowed?

The table below indicates the zoning districts where educational service uses are either permitted by right, or through approval of a Zoning Administrator Permit (ZAP) or Conditional Use Permit (CUP).

Zoning District	Permitted, ZAP or CUP
C-O (Commercial - Office)	<ul style="list-style-type: none"> <li>• ZAP – If <u>less</u> than 3,000 square feet; not permitted if <u>more</u> than 3,000 square feet</li> </ul>
C-N (Commercial - Neighborhood)	<ul style="list-style-type: none"> <li>• Permitted – If <u>less</u> than 3,000 square feet; not permitted if <u>more</u> than 3,000 square feet</li> </ul>
C-G (Commercial - General)	<ul style="list-style-type: none"> <li>• Permitted</li> </ul>
C-R (Commercial - Regional)	<ul style="list-style-type: none"> <li>• CUP – If <u>more</u> than 3,000 square feet; not permitted if <u>less</u> than 3,000 square feet</li> </ul>
MX (Mixed Use)	<ul style="list-style-type: none"> <li>• ZAP</li> </ul>
TC-T (Town Center - Transitional)	<ul style="list-style-type: none"> <li>• Permitted – If <u>less</u> than 3,000 square feet</li> <li>• ZAP – If <u>more</u> than 3,000 square feet</li> </ul>
D-CA (Downtown - Capitol Avenue)	<ul style="list-style-type: none"> <li>• Permitted – If <u>less</u> than 3,000 square feet <u>and</u> on upper floor only; not permitted if <u>more</u> than 3,000 square feet</li> </ul>
D-MD (Downtown - Mid)	<ul style="list-style-type: none"> <li>• ZAP</li> </ul>
D-E (Downtown - Edge)	<ul style="list-style-type: none"> <li>• ZAP</li> </ul>
CC-UO (City Center - Urban Office)	<ul style="list-style-type: none"> <li>• ZAP</li> </ul>
CC-UN (City Center - Urban Neighborhood)	<ul style="list-style-type: none"> <li>• ZAP</li> </ul>

Zoning District	Permitted, ZAP or CUP
I-S (Service Industrial)	<ul style="list-style-type: none"> <li>• ZAP</li> </ul>
I-T (Tech Industrial)	<ul style="list-style-type: none"> <li>• ZAP – If serving adults only</li> </ul>
WSI-3, 8 & 9 (Warm Springs Innovation - Areas 3, 8 & 9)	<ul style="list-style-type: none"> <li>• ZAP</li> </ul>
WSI-4, 4A & 5 (Warm Springs Innovation - Areas 4, 4A & 5)	<ul style="list-style-type: none"> <li>• ZAP – If on upper floor only</li> </ul>

**What is the required parking for an education service use?**

New educational service uses are required to provide a minimum of three parking spaces plus one space for each ten children over a capacity of fifteen per the zoning code.

**What type of building or space may have an educational service use?**

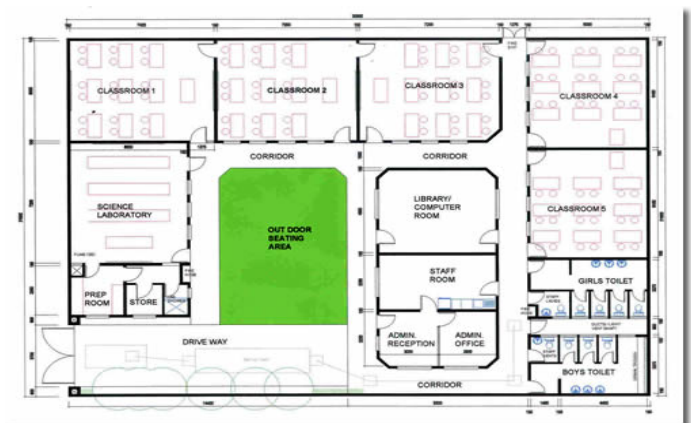
Not all buildings are designed to accommodate businesses that serve school age children. To meet the requirements of the California Building Code (CBC), an educational service use with more than six persons over the age of two (2) years old through the 12th grade may only occupy a building or tenant space with an occupancy type classified as Education Group “E.” Commercial buildings are often constructed to more general standards of a Business Group “B” occupancy and, thus, modifications and upgrades are often necessary prior to use by a business providing educational services. Tenant improvements and changes of occupancy type require building permits.

**What type of improvements will be required for an Educational Group “E” occupancy?**

To determine what improvements would be required, if any, to allow an educational service use in an existing building or tenant space, at a minimum, the following information is needed:

- Floor plan with proposed square footage
- Fire sprinkler and alarm system plan
- Building construction type
- Building occupancy classification
- ADA and Title 24 accessibility conditions

Some of the more common improvements required to convert a Group “B” occupancy to a Group “E” occupancy include two exits, fire separation and fire safe interior finishes, fire alarm and sprinkler systems, accessibility upgrades, and additional bathrooms for both males and females. Only a licensed architect or engineer that has specific knowledge of the intended building space can advise you on the full scope of work for improvements.



**Who can prepare my plans?**

Plans submitted to the City for building permits must be prepared by an architect or civil engineer licensed in the State of California.

**How do I know the limit on the number of students for my educational service use?**

Occupancy is a calculation of the capacity of building space as defined by the CBC. The Group “E” occupancy load is calculated as per CBC Table 1004.1.1. If the educational service use is proposed to include classrooms, the occupancy load would be one (1) person per 20 square feet of area. If the use would have an open floor plan with no classrooms, the occupancy load would be one (1) person per 50 square feet.

**Are there additional requirements for an Education Group “E” occupancy on the second (2<sup>nd</sup>) floor of a building?**

An education service use may be located on a second floor; however, there are additional requirements, including building construction type and square footage area restrictions that may limit the size of the proposed business.