



## Building and Safety Division - Public Information

County of Ventura • Resource Management Agency • [http://www.ventura.org/rma/build\\_safe](http://www.ventura.org/rma/build_safe)  
Main Office • 800 S. Victoria Ave, Ventura, CA. 93009 • 805-654-2771  
East County Office • 3855-F Alamo St., 2nd Fl. # 2019A, Simi Valley, CA 93065 • 805-582-8064

### PERMIT PROCESSING GUIDE

**Website:** [vcrma.org/divisions/building-and-safety](http://vcrma.org/divisions/building-and-safety)

This guide is intended to assist applicants in assembling the plans, documents, technical data, and approvals that are necessary in order for the Division of Building and Safety to process a building permit application. A careful reading of the information that follows may help you to understand the permit process better and thus avoid unnecessary delay, frustration, and expense. Before submitting drawings and documents, please determine from the information below which items require more than a single set or copy.

It should be understood that the acceptance of fees and documents for processing does not, by itself, assure that a permit will be issued for a construction project. Building and Safety may deny a permit for construction if there are Building & Safety violations on the property that are not addressed in this permit application. Additionally, a permit may be denied by other County regulatory agencies if the project is in an unsafe location, i.e. it is subject to severe flooding, landslide, unstable soil or adverse geological conditions and the applicant is unable to satisfy the requirements of those agencies.

The numbered, explanatory paragraphs in Groups A and B below correspond to items on the **PERMIT PROCESSING CHECKLIST**, which is used by the staff to determine whether a project is acceptable for processing. Each item may not apply to your particular construction project. Please confer with the permit processing staff if you have any questions.

**Refer to the final page of this guide for a directory showing addresses, telephone numbers, and office hours of agencies, departments, and divisions that you may need to contact.**

#### **GROUP A: DOCUMENTS & FEES REQUIRED FOR PERMIT PROCESSING & PLAN REVIEW**

A1. Planning/Zoning Approval. Every construction project must be reviewed for conformance with zoning and land use requirements. To obtain a zoning clearance, the applicant must clearly identify the property undergoing development and must provide a plot plan showing all pertinent land use information such as existing and proposed structures, building setbacks, side yards, off-street parking, and easements.

Zoning clearance fees are paid at the Planning Division counter.

Zoning law enforcement for the unincorporated area of the County is the responsibility of the Planning Division, located at the Government Center in Ventura. When consultation with a Planning Division staff member is necessary, it is advisable to arrange an appointment beforehand.

Private Deed Restrictions. Private codes, covenants, and deed restrictions (CC&Rs) are usually not enforceable by County agencies, but some exceptions may apply in "RPD" zones. If your lot is in a subdivision where CC&Rs impose restrictions on the design and construction of a building, it is advisable to contact the local homeowners association for approval of plans prior to submitting them to County agencies for processing.

A2. Fire Prevention Clearance. The ability of a fire suppression crew to successfully fight fire depends in part upon the distance it must travel, the adequacy of access roads, and the availability of sufficient water to control and extinguish the fire. If a construction project is to be located more than five miles from a fire station, if access roads or water flow are substandard, or if the building will be in a hazardous grass or brush-covered area, then special fire protective measures may be required. These may include, but are not limited to: providing a hydrant, water storage tank, pumping system, automatic fire extinguishing system, fire retardant roofing, fire resistive construction, bridge(s), and brush clearance. Residential, commercial, industrial, and other buildings, irrespective of their location and other conditions, are generally subject to the requirement for an automatic fire extinguishing system.

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To initiate a review of fire protection requirements, applicants must submit form VCFPD-126 Fire Department Requirements for Construction, to the Fire Prevention Bureau. A fee is payable directly to the Bureau for this review. **Return the completed and properly signed form to Building and Safety.**

Refer to Item B-9 in this guide for additional Fire Department requirements applicable to "Title 19" buildings. Plans for automatic fire extinguishing systems must be reviewed and approved by the Fire Prevention Bureau.

A3. Flood Hazard Information. When a building is proposed for construction within a flood hazard area, special engineering design may be required. Floors may need to be elevated above potential high water level, foundations may need to be deepened, and other measures may be necessary to protect against damage. Buildings in low areas must have an approved, continuous means of access to a public way for emergency exit or rescue at time of flooding. The permit processing staff in Building and Safety will advise you when it is necessary to submit the plan to Watershed Protection District (WPD) for review. When this is necessary, provide two sets of building construction drawings to Public Works Customer Service Counter at the top of the escalator in the Hall of Administration, and include a detailed topographic map of the site showing earth contours and proposed building floor elevations in relation to Mean Sea Level. A fee is payable directly to Watershed Protection District for this review.

Refer to Items A9-A13 for additional sets of drawings required by Building and Safety for plan review.

A4. Soil Report/ Soils Waiver. Expansive soil, uncompacted soil, and a variety of adverse soil conditions can cause serious damage to buildings, mobile homes and other structures. To minimize these possibilities, a soil investigation and report by an approved testing agency is required for most building sites. Such reports include recommendations for special foundation design and/or mitigating measures to stabilize the soil when necessary. To be acceptable, soil reports must be of recent date (**not over one year prior to date of submittal**) and must cover the specific building site(s) being developed. Submit two copies of the soil report for review by the Building and Safety plan review staff and the Public Works Development Services (PW) staff. Even though a Grading Permit may not be required, PW must review the report.

Some minor accessory buildings and small room additions may be exempt from the requirement for a soil report. Download Handout B-49 and B50, or consult the permit processing staff in Building and Safety for information.

Where private sewage disposal systems are to be installed on hillside building sites, special precautions must be taken to prevent slope instability as a consequence of absorption of the effluent. Please notify your soils engineer if your building project is to include a private sewage disposal system. Most testing agencies that provide soil reports for foundation design are also equipped to perform percolation tests for private sewage disposal systems. (See Item A7)

A5. Geological Report. Receipt of the soil report by the Public Works Agency initiates a review of soil data and in some cases may initiate a study of geologic maps, topographic maps, and other available information to determine whether the site is geologically stable. The agency geologist may conclude, after observation of field conditions, that a special independent geologic investigation and report is necessary to confirm or deny the safety of a site. When such an additional report is required, a licensed engineering geologist must furnish it, and the cost is borne by the applicant. If your building site is located on a hillside, near a bluff, in a boggy area, or in any locality that may be unstable, it is advisable to confer with Public Works Development Services early in the permit process so as to learn what special requirements may apply to the granting of a permit for construction in that area. Provide two copies of the geological report (if required) to Building and Safety, in addition to the copies furnished to Public Works.

A6. Site Grading; Earthmoving. Proper grading and compaction are as essential to maintaining the structural soundness of a building, as is the construction of a strong foundation. A permit is required for grading when the quantity of excavation or fill exceeds 50 cubic yards; or when the dimensions of cut or fill slopes exceed 36" heights or depths; or when grading in even small amounts might obstruct a drainage course, cause erosion, or create a danger to nearby private or public property.

Contact Development Services in the Ventura County Public Works Agency at the Government Center. It may require the submittal of detailed plans for the proposed grading, and copies of a soil report. Fees are charged for grading plan review and inspection.

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When applying for a building permit at Building and Safety, furnish evidence that a grading permit has previously been obtained, or that an application for such a permit is on file. If no grading is to be done, a statement to that effect must appear on the drawings and be signed by the owner, the architect or engineer, or the general contractor.

A7. Private Sewage Disposal. Design data for private sewage disposal systems must be reviewed and approved by the Environmental Health Division. This review requires submittal of an application giving a detailed technical description of the proposed system, three copies of a soil analysis and absorption (percolation) test report, and three copies of a plot plan and design specification for the system. Percolation testing and sewage system design must be by a registered engineer, registered geologist, registered engineering geologist or registered sanitarian.

The private sewage disposal application and supporting data must be submitted directly to the Environmental Health Division at the Government Center, who will approve and issue necessary permits. A fee is payable directly to Environmental Health for this service.

A “setback” certification or a “full” certification of the existing septic system will be required for all additions and accessory structures, e.g., ponds, pools and spas, decks, patio covers and carports, gazebos, sport courts, etc.

Except under special circumstances, a private sewage disposal system cannot be approved for installation in an area where public sewers are available. Consequently, before engaging a soil engineer to perform tests and design a private system, it is advisable to accurately determine whether your property can be served by any public systems in the vicinity.

When applying to Building and Safety for plan check, show proof of submittal (the receipt) from Environmental Health.

A8. Plot Plan; Topography and Surface Drainage. A plot plan provides information concerning the outline, dimensions, and location of existing and proposed structures. Topography describes the physical configuration of the land. Topography must be shown for the building site and for adjoining lots and streets by means of contours and elevation points, and patterns of surface drainage must be indicated. Carefully plan the surface drainage system so that ponding will not occur around buildings, and rainwater will be conducted to a street, storm drain, or other approved watercourse or disposal area without causing damage to adjacent property, private easements, or public rights of way. Provide one set of the foregoing details for initial plan review.

A9. Construction Plans and Details: Plan Review. Building permit applicants are not required to engage an architect or engineer to prepare plans for a one- or two-story single-family dwelling, residential garage, or accessory structure, provided such buildings are of conventional wood frame construction and are of limited structural complexity. However, if you are not skilled in the preparation of plans and are not knowledgeable about construction and code standards, it is advisable to obtain the services of a design professional.

**One complete set of plans, bearing the Planning Division Approval stamp, is required for initial plan review. Plans must be drawn on a minimum of 18”x 24” sheets for residential and 24”x36” sheets for non-residential. All Plan Review Fees must be paid at time of submittal.**

Plans for structurally complex dwellings and for those in steep hillside locations, and plans for commercial/industrial and similar occupancies must be prepared by a California-licensed architect or engineer in accordance with State law and the Ventura County Building Code. At the initial submittal drawings, ALL calculations, and other documents pertaining to such construction shall bear the name and license number of the professional who has prepared them.

Architect/Engineer's License. The State Business and Professions Code requires that local building departments determine that the person who signs the drawings for a construction project is duly licensed to perform such architectural or engineering design work; or is exempt from the requirement. The law is intended to protect the public from unqualified individuals who may represent themselves as architects or engineers without having the proper education, experience, and credentials.

Plan review is the process of analyzing and comparing plans, specifications, calculations, and other documents to hundreds of structural and fire and life safety standards contained in building codes, ordinances, and State laws. Drawings by professional and nonprofessional designers alike must, therefore, be highly detailed and complete to enable the plan check staff and inspectors to determine compliance. Incompleteness and lack of detail are frequent causes for correction of drawings during the plan review process.

Correction and resubmittal of drawings is often necessary after the initial plan review is completed. The applicant, the architect, or the engineer is notified, in writing, about necessary changes. Since the processes of plan review, correction, resubmittal, and final approval may take several weeks, applicants are urged to allow ample "lead" time prior to the date when construction is planned to begin.

Plan reviews expire 360 days after submittal of construction drawings and payment of plan review fees. By ordinance, a 180-day extension may be granted.

EXCEPTION: Plan reviews for projects that are subject to the Ojai Valley Clean Air Ordinance expire 90 days after submittal of drawings, and may not be extended more than 30 days.

Applicants should try to comply with time limits for obtaining a permit, and thus avoid the expiration of plan review. After expiration, additional fees are charged to reactivate the process, and drawings may have to be revised to comply with any new codes or standards enacted subsequent to the original date of application for permit. Additional fees may also be required by other approving agencies in order to renew the process.

A10. Plumbing, mechanical, electrical plans and details. One set of plumbing, mechanical, and electrical plans are required for initial plan review on all commercial, industrial, and multi-unit residential complexes. One set of plumbing and mechanical plans are required for single-family dwellings that exceed 3000 square feet in size (excluding garages), are more than two stories in height, or contain more than 3 bathrooms. One set of electrical plans are required for single family dwellings that exceed 10000 square feet in size or have an electric service larger than 400 amps.

**Note: If you intend to use any material other than: (1) ABS, PVC, or Cast Iron DWV systems, (2) Copper water piping, or (3) Iron gas piping, you must submit complete plumbing plans for plan review.**

**Note: If you intend to use any type heating system other than warm air, you must submit complete mechanical plans for plan review.**

A11. State energy conservation. Design calculations, as needed to show compliance with State standards, are usually very difficult for the untrained person to provide. Inasmuch as Building & Safety cannot offer design assistance or training in such technical matters, applicants are encouraged to utilize professional designers for this purpose whenever possible. Two sets of energy conservation design calculations are required for initial plan review. Energy forms CF-1R and MF-1R (signed in three places) must appear on the plans.

A12. Structural calculation/details. Two sets of (a) structural design calcs and/or (b) truss design calcs are required for initial plan review and they must bear the name and registration of the engineer/architect providing the calculations. At the final submittal calculations must have the wet stamp and signature of the engineer/architect.

A13. Manufactured homes and Commercial Coaches. The zoning and building codes, with certain limitations, allow installation of mobile homes as permanent dwellings on individual lots. They must be installed on an approved permanent foundation system, be properly anchored against wind and seismic forces, be safely connected to utilities and to an approved sewage system. Plans for mobile home and commercial coach permanent foundation systems must be prepared by a licensed engineer, or must be State-approved standard designs. Building and Safety's detail sheet B-65 may be helpful as a guide for the construction of a permanent foundation system.

The manufacturer's installation instructions are compiled by the maker of a mobile home or commercial coach and contain important technical data intended to assure proper placement of such units on a site. The manufacturer's installation instructions must be submitted when applying for a permit in order to facilitate both plan review and inspection.

Zoning law stipulates that mobile homes manufactured prior to June 15, 1976, are not eligible for approval as permanent dwellings except when located in agricultural zones and used as

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caretaker or farm worker housing. Do not locate a mobile home or commercial coach on a parcel before all necessary plans and details are submitted and the required permits are obtained. Zoning regulations usually require the construction of a garage or carport when a mobile home is placed on an individually owned lot. Construction must be completed before the mobile home may be approved for occupancy. Provide Building and Safety with three (3) sets of plans consisting of Plot Plan, Foundation Plan and Garage or Carport Plans, along with two (2) sets of manufacturer's installation instruction booklets.

Commercial coaches may be installed as offices or other places of employment under standards similar to those for permanently placed mobile homes. In addition, such units are subject to State laws requiring that they be accessible to and usable by physically disabled persons.

It is unlawful to install a motor home or travel trailer for use as a temporary dwelling during construction of a permanent residence, without first obtaining the necessary zoning clearances and construction permits for both the temporary dwelling and the permanent residence. A mobile home may not be permitted as a temporary dwelling during construction. A permit for the installation of a temporary dwelling is valid for a limited time period and may be revoked if satisfactory progress toward completion of the permanent residence is not shown. Refer to Building and Safety's detail sheet B-69 for minimum foundation requirements. All temporary dwellings must be connected to an approved sewage disposal system, potable water system, electricity, and gas.

A14. Moved Buildings. Buildings must be inspected by Building and Safety prior to being moved or relocated. There is a fee required for this inspection which pays for travel time and report preparation. The inspector prepares a detailed investigation report. If the report concludes that the structure is suitable for moving, the relocation permit process may then be initiated. The process includes submittal of construction drawings by the applicant and posting a performance bond to assure that all work at the new building site is completed in accordance with requirements and within the time limit for completion.

A15. Additional Documentation. The permit and plan review process is an analysis and discovery procedure that attempts to determine whether a proposed construction project is in compliance with applicable laws and ordinances. Special conditions in connection with a project or a site occasionally make it necessary for Building and Safety to request additional items of information that do not appear on the foregoing list of documents.

## **GROUP B: ADDITIONAL DOCUMENTS AND FEES REQUIRED FOR PERMIT ISSUANCE**

B1. Public Water Supply. An assured supply of potable water is necessary for each building site and the quantity and flow must be adequate for both domestic use and fire fighting purposes. Permit applicants whose property is to be served from a public water system must furnish a "will-serve" letter from the water purveyor stating that the purveyor's system will comply with applicable standards of the California Health and Safety Code and Title 22 of the California Administrative Code. The will-serve letter must be signed by the water agency engineer and must indicate the range of pressure available at the building site.

B2. Private Water Supply. The use of a private well as a domestic water supply can be approved by the Environmental Health Division only after the applicant furnishes an analysis and test report by an independent, State-licensed laboratory showing that State standards for safe drinking water are met. Obtain a Certification of Water Quality from Environmental Health. After Environmental Health has approved it, submit a copy to Building and Safety.

Permits are required for water well test borings and for the installation, abandonment or reactivation of water wells or anode wells. Contact Public Works Water Resources for information regarding permits, fees, construction standards and water quantity standards. Obtain written confirmation of adequate water quantity and submit a copy to Building & Safety.

Requirements for an adequate supply of water for fire fighting purposes apply to private as well as public water systems. Contact Ventura County Fire Protection District.

B3. Public Sewer. When a building is to be located within any area served by a public sewer, there must be a positive indication from the local sanitary district that service can and will be provided to the site. A building permit cannot be issued until a "will-serve" letter is obtained from the sewer agency and filed with the Division of Building and Safety.

B4. Private Sewage Disposal. A building permit cannot be issued until an approved Application for ISDS or an approved Certification of Existing ISDS is submitted to Building and Safety for inclusion in building permit records. Contact Environmental Health for inspection of private sewage disposal systems.

B5. Soil Report; Geological Report; Rough Grading. Upon approval by Public Works Development Services, the soil report (and geological report if required) is "cleared" to the Division of Building and Safety for processing of a building permit. Adverse soil or geological conditions may necessitate redesign of footings, foundations, and other structural components prior to issuance of a building permit.

For sites that are to be graded, show the grading permit number on the face of construction drawings submitted to Building and Safety as evidence that the required permit has been obtained from Public Works. Issuance of a building permit will be delayed if inspection of the rough grading reveals that standards have not been met and it is inappropriate to begin construction of the building prior to correction of grading deficiencies. ("Rough Grading" is to be completed on the lot prior to issuance of a building permit.)

B6. Encroachment. An Encroachment Permit is required for all construction activities that take place within the State, County, or City road right-of-way. These activities typically include driveway construction, utility trench excavations, landscaping, etc., parallel to both sides of the paved surface including the curb, sidewalk, or shoulder areas. All activities within this area are subject to CALTRANS, Transportation Department, or City Engineer approval and supervision.

Encroachment permits may be obtained from the PWA Public Service Counter, located on the third floor of the County Government Center, Administration Building. For encroachment permits on State of California Highway right-of-way, contact CALTRANS.

B7. Flood Hazard. If the Watershed Protection District requires alteration of the structural design of a building to mitigate flooding conditions, such design changes must be clearly detailed on the plans and must be resubmitted to the Public Works Customer Service Counter for approval after Building and Safety has stamped the plans "Approved."

B8. Food Handling/Public Sanitation. State law contains standards for sanitation that are applicable to drinking and dining establishments, markets, and other food handling facilities, as well as to public swimming pools. If your construction project includes any of these, contact the Environmental Health Division early in the permit process to determine what requirements apply.

B9. Title 19 Buildings. State law requires the County Fire Chief to review and approve so-called "Title 19" buildings classified as A, E, H, I, R1, or R2 occupancies by the California Administrative Code. This group of occupancies includes schools, hospitals, sanitariums, children's homes, auditoriums, dance halls, theaters, skating rinks, organized camps, places of assembly, and facilities that store or handle hazardous materials.

B10. Division of Industrial Safety. State law requires that permits be obtained from the State Division of Industrial Safety (DIS) for construction work which may be hazardous to employees, such as (a) construction of trenches or excavations five feet or deeper and into which a person is required to descend; (b) construction of any building, structure, false work, or scaffolding more than three stories or 36 feet high; or (c) demolition of any building, structure, false work, or scaffolding more than three stories or 36 feet high. If your construction project is known to involve any of the foregoing work, evidence of a DIS permit must be provided before a building permit may be issued by Building and Safety. Applicant, prior to permit issuance, must sign a Certificate of Compliance. If none of the above situations will occur on the site, the owner or contractor must sign a CAL-OSHA Waiver Statement at the Building and Safety Counter.

B11. Relocated Buildings. For buildings to be moved, a performance bond or security deposit is required in addition to other fees, to assure that all required work on the building at its new site will be completed within the prescribed time limit. The dollar amount of the bond or deposit is set by Building and Safety at a level that would cover either clearing of the site or completion of the work under legal order of the Building Official should the project be abandoned by the permittee.

B12. Manufactured home/Commercial Coach, Permanently Installed. Owners of mobile homes that are to be installed on a permanent foundation system, are required by State regulations to provide proof of ownership of the property and of the mobile home. In addition, detailed

information must be furnished that identifies the make, model, and manufacturer of the mobile home and describes certain features of the unit(s) being installed. Similar requirements apply to commercial coaches. Obtain blank copies of form HCD 433A/433B and instructions for properly completing it from the Building and Safety permit processing staff. The completed owners portion of the HCD Form must be submitted to Building & Safety prior to a permit being issued.

**State law requires a fee of \$11.00 per transportable section be paid to HCD when the structure has been installed on a permanent foundation. After the project has received a Final Inspection, it is the responsibility of the applicant to present the HCD 433 Forms to the County Recorder. After the form has been recorded, return the form and a check made out to HCD to the Building and Safety office.**

B13. Owner-Builder Verification. Permits may be issued to owner-builders for single-family residential work that will be performed on their own property when the work is to be done by them personally or by members of the immediate family, or by properly licensed contractors. If you hire unlicensed persons (except your immediate family), you may be considered an "employer" in the eyes of the law and may be subject to state and federal obligations such as income tax withholding, social security taxes, workers compensation insurance, and unemployment compensation contributions.

Under the law, an owner has no right to a permit as owner/builder if he/she intends to build for the purpose of early sale and does not employ licensed contractors to perform the work. If a building is constructed by the owner and/or unlicensed employees and is sold or offered for sale within one year of completion, the owner-builder may have the burden of proving that it was not built or improved for the purpose of sale, should there be a legal challenge. Owner-builder permit applicants must sign certain legal declarations and a verification form, attesting to their status as owner-builders rather than speculative builders.

B14. Certificate of Worker's Compensation. The State Labor Code seeks to assure that every person employed on a construction project is adequately covered by disability insurance in the event of injury on the job. Building departments are prohibited from issuing permits to building contractors, owner-builders, and others if they cannot provide evidence of Workers Compensation coverage or cannot show that they are legally exempt from the requirement. The law applies to all types of building construction, from the largest project to minor additions, alterations, and repairs.

Owner-builders who perform all work themselves and do not employ others so as to become subject to the Workers Compensation Law are exempt from providing evidence of coverage. When such is the case, a legal Certificate of Exemption must be signed by the owner-builder.

B15. Final Plans and Documents. Three final sets of building, plumbing, mechanical, and electrical plans, when required, and details, with all revisions and corrections shown thereon, plus two sets of structural design calculations, and two sets of energy design calculations are required for final plan review and permit issuance. The State Business and Professions Code require that the architect and/or engineer who have prepared the drawings must sign those drawings. The signature must be a "wet" signature, in ink, on each sheet of each set of drawings and must be accompanied by that individual's stamp bearing his name, license number, and the date of expiration of license.

B16. Contractors License. Permits may not be issued to unlicensed contractors or other persons who cannot furnish evidence that they are authorized to perform work under provisions of the Contractors License Law. Contractors are required to sign a declaration affirming they are duly licensed and must furnish their State license number and classification as a condition of issuance of a building permit.

B17. Construction Lender. When a bank, savings and loan association, or other lending agency finances construction of a project, the State Mechanics Lien Law requires that the name and address of that institution appear on the building permit as part of the public record. Please furnish accurate information as to the name and address of the lender when this is applicable.

B18. Authorized Agent. Permits must be properly signed by: (a) the owner, (b) the licensed contractor acting on behalf of the owner, (c) the architect or engineer of the project, or (d) an "authorized agent" empowered to obtain permits for the owner. To designate an authorized agent, obtain a Certificate of Authorization from Building and Safety, properly fill out and return it. The appointment of an authorized agent does not relieve the property owner of any legal requirements or responsibilities associated with a permit.

B19. Additional Documentation. Refer to Item A15.

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B20. Acreage Assessment Fee. All properties in the County are subject to payment of a onetime Flood Control acreage assessment fee when improvement (building) takes place. The Survey and Mapping unit of the Public Works Agency determines the amount of the assessment. A separate check or money order for the correct fee should be made payable to the County of Ventura and submitted to the Public Works (Flood Control) Customer Service Counter.

B21. School Facilities Fees. Most school districts in Ventura County, through provisions of State law, require payment of a "developer" fee whenever residential or commercial/industrial buildings and additions are to be constructed, or whenever a mobile home or commercial coach is to be installed. When such fees are applicable, they must be paid directly to the local school district office. Obtain proper forms from Building and Safety after initial plan review. Certification of payment of school facilities fees must be submitted to Building and Safety before a building permit is issued.

B22. Fire and Sheriff Facilities Fees. Within certain growth areas of the County, permit applicants are subject to special levies for the purpose of accumulating funding for future fire and sheriff buildings and facilities. Fire and Sheriff Facilities fees are applicable to permits for both residential and nonresidential buildings within designated areas and are payable to the Division of Building and Safety.

B23. Calleguas Water District Release. Calleguas Municipal Water District (CMWD) distributes water on a wholesale basis to the majority of Ventura County water purveyors located south of the Santa Clara River. Confirmation of water service from this water supplier is required if your construction project is located within their area of service. Provide a Release Receipt issued pursuant to CMWD Ordinance 14. The CMWD requires payment of a substantial fee, representing the applicant's share of capital improvement costs for water transmission and storage facilities.

B24. Traffic Impact Mitigation Fee. The fee provides a method of assessing on a project-by-project basis, a "fair share" portion of the cost of projected road improvements in the County unincorporated areas. The fee is calculated and collected at the Public Works (Transportation Encroachment) Customer Service Counter.

B25. Camarillo Heights Drainage Fee. Certain lots in the hills above Camarillo that drain onto/ into the city's drainage ways are assessed a fee for that use. The fee is collected at the Public Works (Land Development) Customer Services Counter.

B26. Integrated Waste Management Division Clearance (IWMD). State law requires the County to divert at least 50% of landfill-bound solid waste material through the use of waste prevention, recycling and re-use. The County requires builders working on projects within the unincorporated area to practice waste prevention in the following order; re-use, recycle or salvage with landfill use as the last option. Thresholds for waste reporting and diversion are a) residential (Dwelling) additions and remodels of 1,000 square feet or more of gross floor area; b) Commercial and Industrial tenant improvements of 2,000 square feet or more of gross floor area; c) New structures of 1,000 square feet or more of gross floor area; or d) Demolition of any structure requiring a demolition permit. IWMD requires submission of Forms B and C reporting C&D waste diversion. Please visit their website at [http://www.wasteless.org/3\\_4\\_1EnviroReviews.html](http://www.wasteless.org/3_4_1EnviroReviews.html).

B27. Code Compliance Division. If Building or Zoning code violations have been identified on this property by the Code Compliance Division, it is likely that the costs related to the enforcement case have accumulated. If that is the case, prior to obtaining a permit, you will be directed to the RMA Operations Division for payment of Code Compliance fees and costs. All fees and costs must be paid prior to permit issuance by Building and Safety.

B28. Final Building and Safety Fees. Payment of final Building and Safety fees is required at the time of permit issuance, after construction drawings have been approved and all documentation and clearances have been received. Such fees include all building permit and associated plumbing, mechanical, and electrical fees for structures and related site work, mobile home or commercial coach installation and foundation fees if applicable, and all other miscellaneous charges such as the permit issuance fee and the State seismic fee.



B29. Adjustments.

(a) Missing Information. All information pertinent to a proposed construction project should be provided to the Division of Building and Safety when applying for a permit. The Division utilizes a combination permit form which makes it possible to issue a single permit for all building, electrical, plumbing, and mechanical work on a site; and the same permit may include accessory structures as well as the main building. By including all building construction and specialty work on a single form, the applicant saves the issuance fee for all but one permit.

Applicants frequently fail to mention patio covers, accessory buildings, retaining walls and similar items as being part of their construction project. Similarly, the need for a temporary electrical power installation to operate tools during construction is often overlooked. Such oversights require additional time and effort to obtain the necessary permits.

(b) Errors. Plan check and/or permit fee adjustments are occasionally necessary when an error in calculating fees has occurred or when plans are changed to the extent that the fee calculation must be revised. Should a refund of fees be in order, the permit processing staff will assist you in submitting a claim for the correct amount.

**DIRECTORY OF PUBLIC AGENCIES**  
**UNLESS INDICATED OTHERWISE ALL AGENCIES LOCATED AT 800 S. VICTORIA, VENTURA**

	<u>TELEPHONE</u>	<u>OFFICE HOURS</u>
<b><u>INFORMATION (RMA):</u></b>	654-2494	8:00 a.m. - 5:00 p.m. M - F
<b><u>COUNTY INFORMATION:</u></b>	654-5000	Recording, 24 hrs.
<b><u>ENVIRONMENTAL HEALTH DIVISION:</u></b>	654-2813	8:00 a.m. - 5:00 p.m. M - F
<b><u>PLANNING DIVISION:</u></b>	654-2488	7:30 a.m. - 4:30 p.m. M - F
<b><u>CODE COMPLIANCE DIVISION:</u></b>	654-2463	8:00 a.m. - 5:00 p.m. M - F
<b><u>OPERATIONS DIVISION:</u></b>	654-2430 or 654-3670	7:30 a.m. - 5:00 p.m. M - F

**BUILDING & SAFETY**

**Ventura Office**

Permit Processing:	654-2771	Monday thru Friday 7:30 a.m. - 4:30 p.m.
Plan Review Information:	654-2771	7:30 a.m. - 12:00 p.m.
Inspection Requests:	654-2791	24 hr. Voice Mail
Building Inspectors:	654-2771	8:00 a.m. - 8:30 a.m.* *(Except Wednesday)
Fax	648-9212	

**East County Office**

3855-F Alamo Street, Room. 2019A  
 Simi Valley, CA 93065-5915

Permit Processing:	582-8064	Monday thru Friday 7:30 a.m. - 4:00 p.m.
Plan Review Information:	582-8064	7:30 a.m. - 12:00 p.m.
Inspection Requests:	582-8063	24 hr. Voice Mail
Building Inspectors:	582-8064	8:00 a.m. - 8:30 a.m.* *(Except Wednesday)
Fax	582-8085	

**PUBLIC WORKS AGENCY**

	654-2030	Monday thru Friday 7:30 a.m. - 5:00 p.m.
Public Works Customer Service Counter:	654-2030	8:00 a.m. - 4:30 p.m.
Watershed Protection District Development and Inspection Services Transportation		
Surveying & Mapping:	654-2068	7:30 a.m. - 4:30 p.m.
Watershed Protection District::	654-2001	8:00-noon & 1:00-5:00 p.m.
Water Well Permits:	654-2088	8:00 a.m. - 4:30 p.m.
Water Quantity Approval:	654-2904	8:00 a.m. - 4:30 p.m.
Integrated Waste Management Division: (IWMD)	658-4322	8:00 a.m. - 5:00 p.m.

**FIRE PREVENTION BUREAU**

Camarillo Airport

165 Durley Avenue

Camarillo, CA 93010

Fire Prevention Services are available at the  
 Ventura County B & S Office and the City of  
 Simi Valley B & S Office Tuesdays &  
 Thursdays from 9:00 a.m. until noon.

389-9710	Monday thru Friday 8:00 a.m. - 5:00 p.m.
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**AIR POLLUTION CONTROL DISTRICT**

669 County Square Drive  
 Ventura, CA 93003

645-1400 Fax 645-1444	Monday thru Friday 8:00 a.m. - noon & 1:00 p.m. - 5:00 p.m.
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**WATER WHOLESALER**

Calleguas Municipal Water District  
 2100 Olsen Rd  
 Thousand Oak, CA 91360

526-9323 Fax 522-5730	Monday thru Friday 8:00 a.m. - 4:30 p.m.
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