



## 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

### Pre-Permit Inspection Instructions to Applicant

Permit Application Number: # \_\_\_\_\_

Property Address: \_\_\_\_\_

The instructions below are intended to facilitate the Pre-Permit Inspection process. Owners and applicants with any questions regarding this process should call the Senior Inspector in the office where their application was filed.

- The project applicant will receive a call from the Senior Inspector requesting access for inspection. If the inspection is not arranged upon receiving this call, please call the inspection request line.
- On the date your inspection is scheduled, please call the office between 7:30 a.m. and 8:00 a.m. and ask to speak with the inspector for your area. The inspector will give you a 2-hour window when the inspector expects to be at the property. This is the time to give the inspector any special access instructions to the property.

The following information will help the inspector complete the inspection and avoid the need for additional inspections and fees to complete this process:

- Ensure an address to the jobsite is visible from the street.
- Ensure there is access to the jobsite (i.e., unlock any gates, place animals in the house or relocate them out of the inspection area). Inspectors will not enter an occupied dwelling without an authorized adult present.
- Ensure that someone with knowledge of the project is onsite to meet the inspector and answer any questions they may have.
- Ensure that the Zoning Approved site plan for the proposed project is available for the inspector to review.
- Locate the physical corners of the proposed building with stakes or other monuments.

**Contact Information:**

Ventura Office: *Inspections (805) 654-2791 / Office (805) 654-2771*

Simi Valley Office: *Inspections (805) 582-8063 / Office (805) 582-8064*

DIVISION OF BUILDING AND SAFETY  
COUNTY OF VENTURA

BUILDING OFFICIAL \_\_\_\_\_

Jim MacDonald, C.B.O.

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Revised: January 15, 2015