

**COUNTY OF VENTURA**  
**Division of Building and Safety**  
**“PERMIT BY FAX PROGRAM”**

Licensed contractors will be able to fax a permit application for certain projects and receive a permit by return fax.

**Applications will be accepted for:**

1. Replacement of water heaters & plumbing fixtures (i.e., water closets, sinks, etc.)
2. Repair or replacement of gas, water or sewer lines.
3. Installation of lawn sprinkler systems.
4. Replacement of electric services up to and including 200 amp. Minor electrical work (i.e., additional outlets, lights, etc.) for Residential only.
5. Installation or replacement of furnaces or HVAC units in existing dwellings.
6. Reroofing up to 40 squares providing the new installation does not add any significant weight (i.e., NO replacing shakes with tile). Two inspections are required on all reroofing permits.
7. Amendments to existing active permits that do not require additional approvals or additional plan review.

Contractors must have a pre-approved fax service permit application form on file with Building and Safety to participate in this program. The application form must be completed entirely and legibly including all expiration dates and signature(s) to be acceptable.

Permits will be issued on the “Honor System”. Building and Safety will process the application and return fax permits with the amount due. The contractor will then mail a check for the fees, made payable to the “County of Ventura” along with a copy of the permit, and a stamped, self-addressed envelope, to Building and Safety. **The permit fees must be received within 5 days and before an inspection will be done.** The “One Strike Rule” will be in effect. Contractors failing to pay the necessary fees will lose the privilege of fax permitting.

Building and Safety will attempt to have the permit returned via fax within 3 to 4 hours provided the request is received during work hours and in sufficient time to complete the transaction before the end of the work day.

Please remember, **an application for a permit is not a permit!!!** The application will be valid only when the applicant has received the permit.

Instead of inspection record cards being issued, the inspector will leave a “Correction or Acceptance Notice” on the job site.

**Ventura Office Permit by FAX (805) 648-9212**

**East County Permit by FAX (805) 582-8085**

**COUNTY OF VENTURA  
Division of Building and Safety  
FAX SERVICE PERMIT  
APPLICATION and AUTHORIZATION**

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**Contractor Information:**

**Co. Name** \_\_\_\_\_ **License #** \_\_\_\_\_ **Lic. Class'** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Address** \_\_\_\_\_  
(Street /P.O. Box) (City) (State) (Zip)

**Telephone #** \_\_\_\_\_ **FAX #** \_\_\_\_\_

**Worker's Compensation Information:**

**Insurance Company** \_\_\_\_\_

**Policy Number** \_\_\_\_\_ **Expiration date** \_\_\_\_\_

**The undersigned give the County of Ventura, Division of Building and Safety permission to accept a facsimile of my signature on a faxed permit application in lieu of my in-person signature at your office. I hereby certify that I will comply with any and all declarations and agreements on the faxed permit application that bears my signature.**

**The following employee(s) have my permission to obtain permits in the name of my company:**

<b>Print Name(s)</b>	<b>Signature(s)</b>
_____	_____
_____	_____
_____	_____

**Contractor's Name (Print)** \_\_\_\_\_

**Contractor's Signature** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Ventura Office:** 800 S. Victoria Avenue  
Ventura, California 93009 **Tele** (805) 654-2771  
**Permit by FAX.....(805) 648-9212**

**East County Office:** 3855-F Alamo Street  
Simi Valley, California 93065 **Tele** (805) 582-8064  
**Permit by FAX.....(805) 582-8085**

## INSPECTION REQUEST CODES

### Building Permit

Foundation/footing	FDN
Slab	SLB
Grout	GRT
Floor framing	FFR
Roof frame/nail	RFN
Prewrap	RW
Framing	FRM
Insulation	INS
Lath & drywall	L&D
Final	FNL

### Mechanical permit

Rough	ROM
FAU/heater	FAU
Fireplace	FRP
Duct work	DUC
Final	FNM

### Swimming Pool Permit

Pregunite	PRG
Underground gas/electric	UGE
Predeck	PRD
Preplaster	PPL
Final	FSP

### Plumbing Permit

Underground soil	UGS
Underground water	UGW
Underground gas	UGG
Rough/topout	RTO
Sewer line	SEW
Gas test	GAS
Water heater	WHT
Final	FNP

### Electrical Permit

Underground conduit	UGC
Conduit	CON
Rough	ROE
Service upgrade	SUG
Temporary pole	TMP
Final	FNE

**COUNTY OF VENTURA  
FAX PERMIT APPLICATION**

**LEGAL DECLARATIONS**

**LICENSED CONTRACTOR DECLARATION**

I hereby affirm that I am licensed under provisions of chapter 9 (commencing with section 7000) of division 3 of the Business and Professions Code, and my license is in full force and effect.

License No. \_\_\_\_\_ Class \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_

**WORKERS' COMPENSATION DECLARATION**

I hereby affirm that I have a certificate of consent to self insure, or a certificate of Workers' Compensation Insurance, or a Certified copy thereof (Sec 3800 Lab. C)

Company \_\_\_\_\_

Policy No. \_\_\_\_\_

Certified copy is hereby furnished.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE OF EXEMPTION FROM  
WORKERS' COMPENSATION INSURANCE**

(This section need not be completed if the permit is for \$100 or less)

I Certify that in the performance of the work for which this permit is issued I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Notice to applicant:** If after making this Certificate of Exemption, you should become subject to the Workers' Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

\_\_\_\_\_  
**Signature of Contractor or Authorized Agent**

**PERMIT APPLICATION**

**SITE INFORMATION**

\_\_\_\_\_  
Project Address City Zip

\_\_\_\_\_  
Property Owner Phone

\_\_\_\_\_  
Mailing Address City State Zip

**BUILDING PERMIT INFORMATION**

**PLUMBING PERMIT**

Waterclosets: \_\_\_\_\_ Sinks: \_\_\_\_\_ Bath/Shower: \_\_\_\_\_

Washer: \_\_\_\_\_ Dish Washer: \_\_\_\_\_ Total Fixtures: \_\_\_\_\_

Gas Pipe/Outlets: \_\_\_\_\_ Water heater: \_\_\_\_\_

Water Piping: \_\_\_\_\_ Sewer Line: \_\_\_\_\_ Resi.Sprinklers: \_\_\_\_\_

Other/Explain: \_\_\_\_\_

**MECHANICAL PERMIT**

FAU(btu's): \_\_\_\_\_ A/C Unit (ton's) : \_\_\_\_\_

Wall Heater(size) : \_\_\_\_\_ Solar System: \_\_\_\_\_

Ducts(number): \_\_\_\_\_ Exhaust Fans: \_\_\_\_\_

Other(Describe): \_\_\_\_\_

**ELECTRICAL PERMIT**

Service upgrade(size): \_\_\_\_\_ SubPanel(size): \_\_\_\_\_

Lights: \_\_\_\_\_ SW: \_\_\_\_\_ Outlets: \_\_\_\_\_ Total(Number): \_\_\_\_\_

Motors(HP &Type) : \_\_\_\_\_

Other(Describe): \_\_\_\_\_

**REROOF PERMIT**

Roof Pitch: \_\_\_\_\_ Existing Roof (Type) : \_\_\_\_\_

No of Squares: \_\_\_\_\_ Reroof (Type) : \_\_\_\_\_

Remove Existing: \_ Y\_ N Resheath: w/ \_\_\_\_\_

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