



# Resource Management Agency

County of Ventura – Building and Safety Division

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<https://www.vcrma.org/divisions/building-and-safe>

[building@ventura.org](mailto:building@ventura.org)

Ruben M. Barrera  
County Building Official

## BUILDING PERMIT AND PLAN REVIEW APPLICATION

### 1. SITE AND PROJECT INFORMATION

APN: \_\_\_\_\_ Property Address: \_\_\_\_\_ Location: \_\_\_\_\_

New Tract Housing- Tract Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Plan/Model Number: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Roof type: (For reroofs and new construction)  Tile-Clay  Tile-light Weight  Asphalt Shingles  
 Wood Shake/Shingles  Built-up  Green Roof  Metal  Solar Roof Tiles/Shingles  Other

### 2. CONTACT INFORMATION (For contacting during plan check & permitting process)

Property Owner/Developer: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant e-mail address: \_\_\_\_\_

Business Owner (Commercial projects): \_\_\_\_\_

Who is applying for this permit? (Check box)

Owner  Architect  Contractor  Other: \_\_\_\_\_

Please indicate contact information for any applicable disciplines that have been used for your project.

| Discipline   | Name | License | Phone Number | E-mail Address |
|--------------|------|---------|--------------|----------------|
| Architect    |      |         |              |                |
| Structural   |      |         |              |                |
| Electrical   |      |         |              |                |
| Mech/Plmg.   |      |         |              |                |
| Geotechnical |      |         |              |                |
| Contractor   |      |         |              |                |
| Other        |      |         |              |                |

### 3. PERMIT INFORMATION

Does this project relate to a Declared Emergency Incident? If so, please name the incident \_\_\_\_\_

Does this project relate to a Code Violation Notice? If so, what is the Violation/Case number: \_\_\_\_\_

Does this project relate an existing Historical Building? If so, what is the historical designation?

(Check box)  Local  State  National Historic Landmark

### 4. BUILDING/STRUCTURE INFORMATION

Nature of work (Check box)  Annual Maintenance  New Bldg./Structure  Addition  Alteration/Remodel

Change of use/Occupancy/Owner  Demolition  Relocate Bldg.  Repair/Maintenance

Temp. Bldg./Structure  Temp. use of ext. bldg./structure

Building Retrofit (Select One)  ADA  EQ  Fire Zone  Flood Zone  URM

Primary Use (Check box)  Agricultural  Airport  Commercial  Common/Public Use  Educational

Government  Harbor  Industrial  Institutional  Medical  Religious  Residential

New gross building area (Sq. Ft.): \_\_\_\_\_

Altered/remodeled gross building area (Sq. Ft.): \_\_\_\_\_

Demolished gross building area (Sq. Ft.): \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Number of Units: \_\_\_\_\_

I, the undersigned, understand approval of the project does not waive any requirements, laws or ordinances of the County of Ventura. All statements contained herein, including all documents and plans submitted in connection with this application are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

| <b>B U I L D I N G</b> |                                  | <i>Square feet (SF) unless otherwise noted</i> |
|------------------------|----------------------------------|--|
| New Residence          | Garage Conversion                | Reroof   |
| Room Addition          | Accessory (Wood Building)        | Roof Pitch Change                              |
| Remodel Living Area    | Accessory (Metal Building)       | Fireplace (Prefab) (QTY)                       |
| Remodel Kitchen        | Ret. Wall / Masonry Wall over 5' | Fireplace (Masonry, 1 Story) (QTY)             |
| Remodel Bathroom       | Fence over 7'                    | Fireplace (Masonry, 2 Story) (QTY)             |
| New Garage             | Deck, Porch, Balcony             | Window Replacement                             |
| New Carport            | Patio Cover                      | Door Replacement                               |
| Addition to Garage     | Patio Enclosure                  | Skylights (QTY)                                |
| Interior Wall (LF)     | Exterior Wall (LF)               |  |
|                        |                                  |  |

| <b>E L E C T R I C A L</b> |                          | <i>Quantity unless otherwise noted</i> |                              |
|----------------------------|--------------------------|--|------------------------------|
| Temp Power Pole            | Testing Power Inspection | Main Elec SVC to 600v                  | Sys Fee – New Houses (SF)    |
| Temp Power Distrib Sys     | Amperes                  | Main Elec SVC 600V+                    | Sys Fee – Additions/Alt (SF) |

| <b>ELECTRICAL SYSTEM FEE</b>   |                          | <i>Square feet (SF) unless otherwise noted</i> |  |
|--------------------------------|--------------------------|--|--|
| Hospital / Plant / Factory     | Bar / Restaurant / Store | Gas Station / Repair Garage                    |  |
| Office / Church / Theater      | Nursing Home / School    | Hotel / Motel                                  |  |
| SFR / Condo / Townhouse / Apts | Warehouse / Manager      | Res./Com. Garage / Carport                     |  |
| Ag Greenhouse                  | Other Occupancy          |  |  |

| <b>ELECTRICAL UNITS</b>     |                            | <i>Quantity unless otherwise noted</i> |  |
|-----------------------------|----------------------------|--|--|
| Subpanel                    | Receptacle, Switch, Light  | Private Pool / Spa                     |  |
| Pole or Platform Fixture    | Theatrical-type Fixture    | Public Pool / Spa                      |  |
| Air Conditioning (Ton)      | Illuminated Sign           | Multi-outlet (LF)                      |  |
| Busway (Per 10ft)           | Overhead Line (Per Pole)   | Fixed Appliance                        |  |
| Power Apparatus (HP 0-10)   | Power Apparatus (HP 11-50) | Underground Conduit                    |  |
| Power Apparatus (HP 51-100) | Power Apparatus (HP 101+)  |  |  |

| <b>MISCELLANEOUS</b>                  |                                | <i>Quantity unless otherwise noted</i>        |                     |
|---------------------------------------|--------------------------------|---|---------------------|
| Residential Photovoltaic or Wind (kW) | Electrical Service Restoration | Residential Electric Vehicle Charging Station | P.V. Battery Backup |
| Commercial Photovoltaic or Wind (kW)  | Miscellaneous Equipment        | Commercial Electric Vehicle Charging Station  |                     |

| <b>M E C H A N I C A L</b> | System Fee – Residential (SF) |                                    | <i>Quantity unless otherwise noted</i> |
|----------------------------|-------------------------------|------------------------------------|--|
| Replace Pool Heater        | Cooling Towers                | 0-3 hp or 0-100 Btu/h              | Residential Kiln                       |
| Heating Appliance          | Evaporation Cooler            | 4-15 hp or 101-500k Btu/h          | Fire Damper                            |
| Fireplace Flue             | Incidental Connection         | 16-30 hp or 501-1000k Btu/h        | Hazard Process Pipe Sys                |
| Htg Appl Flue/Vent         | Air Handling / Vent Unit      | 31-50 hp or 1001-1750k Btu/h       | Non-Hazard Process Pipe Sys            |
| Dryer Vent                 | Add'l Air Handling Outlets    | 51+ hp or 1751K+ Btu/h             | Wood Burning Pizza Ovens               |
| Duct System (SF)           | Rep / Alt / Add Htr App       | Woodburning Stove                  | Miscellaneous                          |
| A/C Condenser              | Vent Not Heat or Cool         | Metal Chimney / Boiler Flue        | Res. Steam Unit / Sauna                |
| Air Conditioning System    | Garage Vent System            | Appliance Vent                     | Fan Coil                               |
| Combo Heat & Cool          | Var Air Volume Box            | Com. Industrial Incinerator        |  |
| Air Inlet/Outlet Registry  | Res. Vent / Fan / Duct / Flue | Metal Chimney for Com. Incinerator |  |
| Comfort Cooling Unit       | Com. Hood: Fan/Duct           | Alter Existing Duct System         |  |

| <b>P L U M B I N G</b> | System Fee – Residential (SF) |  | <i>Quantity unless otherwise noted</i> |
|------------------------|-------------------------------|--|--|
| Residential Pool / Spa | Solar Water Heater            |  |  |
| Commercial Pool / Spa  | Solar Pool / Spa Heater       |  |  |

| <b>UNIT FEE SCHEDULE</b>  |                                   | <i>Quantity unless otherwise noted</i> |
|---------------------------|-----------------------------------|--|
| Fixture or Trap           | Water Heater / Vent               | Grease Trap                            |
| Building Water Supply     | Circulating Pump                  | Indust. / Com. Waste Interceptor       |
| Med / High Gas Pipe       | Building Sewer (LF)               | Industrial Waste Sample Well           |
| Low Gas Pipe System       | Septic Abandonment                | Rainwater Piping System                |
| Earthquake Shut-Off Valve | Repair / Alter – Drain / Vent     | Radiant Heat Piping System             |
| Fuel Oil Pipe             | Repair / Alter – Water Piping     | Backwater Valve                        |
| Medical Gas System        | Residential Lawn Sprinkler System | Residential Graywater System           |
| Chemical Waste System     | Non-Residential Lawn Sprinkler    | Non-Residential Graywater System       |
| Medical Vacuum System     | Vacuum Breaker / Backflow         | Reconnect Gas Service                  |
| Combo Waste / Vent        | Water Treatment Install           | Ejector Pumps / Grinder Pumps          |
| Miscellaneous Equipment   |                                   | Thermal Water Heating System           |