



**COUNTY OF VENTURA**  
RESOURCE MANAGEMENT AGENCY  
BUILDING AND SAFETY

**Permit by E-mail or Fax Program**

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

**Applications will be accepted for *Residential Only*:**

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.).
5. Installation or replacement of furnaces or HVAC units in existing dwellings.
6. Reroofing, 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 / e-mail 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.

**E-mail** [Building@Ventura.org](mailto:Building@Ventura.org)

**Fax Numbers:** WCO (805) 648-9212 • ECO (805)582-8085

Building and Safety will process the application and return fax or e-mail with the amount due.

The contractor will then go online to <https://vcca.ventura.org/vcca.aspx> and make payment via credit card.

**The permit fees must be paid before an inspection will be done.**

Building and Safety will attempt to have the permit returned via fax or e-mail within **72 hours** provided the request is received during work hours and all necessary information is provided. If there is urgency in obtaining the necessary permit you may opt to come in to our office for faster service.

Please remember, **an application for a permit is not a permit**. The application will be valid only when the applicant has received the permit via fax, mail, or e-mail.

The inspector will leave an "Inspection Record Card" on the job site when an inspection is requested by the applicant.