



Building and Safety Division - Public Information

County of Ventura • Resource Management Agency • 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

THOMAS FIRE EXPEDITED BUILDING PERMIT PROCESSING GUIDE

The County of Ventura is committed to assisting applicants in assembling the plans, documents, technical data and approvals that are needed for the Division of Building and Safety to process a building permit application through the Thomas Fire Expedited Building Permit process. This expedited process begins by scheduling an appointment to meet with County staff at the County Government Center. In that initial meeting, County staff will review the issues associated with your specific property (site issues) to provide you guidance on your plans for rebuilding. This meeting can be scheduled by contacting the County Resource Management Agency at rebuild@ventura.org, (805) 754-7048 or (805) 654-2478.

If an applicant chooses not to utilize this initial meeting, the following process guide will assist them in understanding and assembling the necessary plans, documents, technical data and approvals for the building permit application process. We understand that this information may appear complex and be overwhelming, so we encourage all applicants to schedule this initial meeting with County staff to receive guided instruction on their property issues and resulting application materials.

All information pertinent to a proposed construction project should be provided when applying for a permit. The County 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, an applicant can reduce the amount of issuance fees related to the project. 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.

FOCUS AREA 1: IDENTIFY POTENTIAL HAZARDS/ISSUES SPECIFIC TO APPLICANT'S PROPERTY

The Thomas Fire Expedited Building Permit process begins with a meeting between the permit applicant, RMA Planning, and RMA Building & Safety. This preliminary assessment outlines the potential hazards/issues specific to the applicant's property and seeks to outline the most efficient path possible through the permitting process.

Step A: Initial Property Assessment

The applicant should schedule a visit with County staff in the RMA Planning division by contacting rebuild@ventura.org, (805) 754-7048 or (805) 654-2478 and bring:

- Initial Site/Plot Plan showing as much pertinent land use information as possible (could include existing and proposed structures, building setbacks, side yards, off-street parking, easements, property lines and street access location).

B & S STD	Page 1 of 8
Revised:	June 2018

- Assessor Records which identify the size and use of all structures that were destroyed by the Thomas Fire and that remain on the property.

After the initial visit, the permit applicant should begin work on the items or issues highlighted within the preliminary assessment. These items could include:

- Basic Architectural and Construction Drawings
- Water Supply information (e.g. well test results, water meter approval)
- Certification of existing Septic System or design plans for a new Septic System
- Geological, Grading and Soils Report
- Floodplain Documents
- Completion of debris removal through CalRecycle or Local Debris Removal Program

Step B: Submit Zone Clearance Application

Every construction project must be reviewed for conformance with zoning and land use requirements. This is accomplished through the issuance of a Zone Clearance, which can be obtained by visiting the RMA Planning counter and submitting:

- Zoning Clearance Application
- Two (2) sets of architectural drawings that include all elements listed in the “Standards for Required Site Plans, Floor Plans and Elevations” document. Also submit 11” X 17” reductions of the plans so they can be scanned and attached to your Zoning Clearance.
- Tree Permit Application (if the project involves the pruning, removal, trenching, excavation or other encroachment into the protected zone of protected trees). Additional information is available at:
https://docs.vcrma.org/images/pdf/planning/ordinances/tree_guidelines.pdf.
- Payment of Zoning Clearance Fee (see fee schedule)

Step C: Visit Public Works Integrated Waste Management Department

The applicant shall visit the Integrated Waste Management Department and submit:

- IWMD Form B
- Payment of all applicable fees (see fee schedule)

Step D: Visit Public Works Engineering Department

The applicant shall visit the Public Works Customer Service Counter. The necessary items will be identified within Step A and could include from the following list:

- Soils Report
- Geological Report
- For properties services by a water purveyor:
 - Documentation of water meter, or
 - Water Will-Serve Letter
- Encroachment Permit Application
- Grading Permit Application
 - 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 might obstruct a drainage course, cause erosion, or create a danger to nearby private or public property.
- Floodplain Documents
 - Include a detailed topographical map of the site showing earth contours and proposed building floor elevations in relation to Mean Sea Level using the 1988 vertical datum (1998 NAVD).

B & S STD	Page 2 of 8
Revised:	June 2018

- Payment of all applicable fees (see fee schedule)

PLEASE NOTE: Once the zoning clearance has been obtained and the grading/soils/geology reports are approved, earthwork grading may begin to prepare the land for site improvements.

Step E: Visit Public Works Watershed Protection District

For properties using a domestic water well the applicant shall visit the Public Works Agency and submit, if required, from the following list of items:

- Initial Floor Plans
- Pump & Recovery Test
- Payment of all applicable fees (see fee schedule)

Step F: Visit Resource Management Agency Environmental Health Division

The applicant shall visit the RMA Environmental Health Division and submit, if required, from the following list of items (as identified within Step A):

- New Septic System Application or Certification of Existing Septic System
 - Floor Plans
 - Three copies of plot plan with system design specification
 - Bedroom Equivalent and Fixture Unit Worksheet
 - Soil Analysis and Absorption (Percolation) Test Report
 - Septic Tank Pumping Inspection Report (Existing Systems only)
 - County Service Area CSA 32 offer to grant easement agreement (Alternative Systems only)
- For properties using a domestic water well:
 - Certification of Water Quality Application
 - Pump & Recovery Test approval from PWA Groundwater Section
 - Water Quality Analytical Results
- Payment of all applicable fees (see fee schedule)

Step G: Visit Ventura County Fire Department

The applicant shall visit the Ventura County Fire Department (available during regular working hours at the Camarillo headquarters, or at the Building & Safety department on Tuesday and Thursday, 9am to noon) and submit the following items:

- Form 126A
- Initial Site/Plot Plans and Floor Plans
- Payment of all applicable fees (see fee schedule)

FOCUS AREA 2: SUBMIT BUILDING & SAFETY PLAN CHECK APPLICATION

The applicant shall visit the RMA Building & Safety Division and submit the following items:

- Building & Safety Plan Check Application
- Payment for Plan Check Application (see fee schedule)
- Copy of approved Zoning Clearance with plans stamped by Planning Division
- 2 Complete sets of Architectural and Construction Drawings
 - Include Plumbing, Mechanical and Electrical Plans, if applicable

RMA Building & Safety will work to complete the Plan Check within two (2) weeks of receiving the complete Building & Safety Plan Check Application. Once the Plan Check is complete, you will be contacted by a Building & Safety staff member to pick up your required corrections

B & S STD	Page 3 of 8
Revised:	June 2018

related to the Building & Safety Plan Check, or to be informed that your plans has been approved and informed of any outstanding Checklist B items that are required prior to issuance of the building permit.

Once the Plan Check Application has been approved, there are additional steps:

FOCUS AREA 3: RECEIVE BUILDING PERMIT

Once Building & Safety has approved the building plans, the applicant shall submit from the following list of items:

- All applicable Building and Safety checklist B items
- Three (3) copies of the final approved plans and Documents
- Signed CAL-OSHA Waiver Statement
- Authorized Agent Form
- Contractor's License
- Certificate of Worker's Compensation
- For properties where the owner is completing the work themselves:
 - Owner-Builder Verification
- For properties serviced by a public sewer system:
 - Sewer Will-Serve Letter
- For properties installing a Mobile Home:
 - Form HCD 433A/433B
- Copy of School Facilities Fee Receipt
 - Building & Safety will print the necessary paperwork
- Public Works Flood Acreage Fee (collected by Public Works Agency)
- Payment of all final Building & Safety Fees

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 or grading 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, debris flow, landslide, unstable soil or adverse geological conditions and the applicant is unable to satisfy the requirements of those agencies.

B & S STD	Page 4 of 8
Revised:	June 2018

ADDITIONAL INFORMATION

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 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.

Plot Plan – Topography and Surface Drainage: A plot plan provides information concerning the outline, dimensions, and the location of existing and proposed structures. Topography describes the physical configuration of the land. Topography must be shown for all building areas and for adjacent land areas by means of elevation contours and 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.

Construction Plans and Details: 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.

Plans for structurally complex dwellings and for 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. Upon application submittal, ALL calculations and other documents pertaining to such plans shall bear the name and license number of the professional who has prepared them. 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: 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.

B & S STD	Page 5 of 8
Revised:	June 2018

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 & Safety to request additional items of information that do not appear on the foregoing list of documents.

Soil Report – Geological Report – Rough Grading: Issuance of a building permit will be delayed if inspection of any required rough grading reveals that standards have not been met and it is inappropriate to begin construction of the building.

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, sidewalks, or shoulder area. All activities within this area are subject to CAL TRANS, Transportation Department, or City Engineer approval and supervision.

Manufactured Home/Commercial Coach, Permanently Installed: Owners of manufactured 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.

Integrated Waste Management Division Clearance: State law requires the County to divert at least 50% of landfill-bound solid waste materials through waste prevention, recycling and re-use. The County requires builders working on projects within the unincorporated areas 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.

RMA Code Compliance Division: If Building or Zoning code violations have been identified on the property by the RMA 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, the applicant 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.

B & S STD	Page 6 of 8
Revised:	June 2018

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

	<u>TELEPHONE</u>	<u>OFFICE HOURS</u>
<u>INFORMATION (RMA):</u>	654-2494	8:00 a.m. - 5:00 p.m. M - F
<u>COUNTY INFORMATION:</u>	654-5000	Recording, 24 hrs.
<u>ENVIRONMENTAL HEALTH DIVISION:</u>	654-2813	8:00 a.m. - 5:00 p.m. M - F
<u>PLANNING DIVISION:</u>	654-2488 or 654-2451	7:30 a.m. - 4:30 p.m. M - F
<u>CODE COMPLIANCE DIVISION:</u>	654-2463	8:00 a.m. - 5:00 p.m. M - F
<u>OPERATIONS DIVISION:</u>	654-2430 or 654-3670	7:30 a.m. - 5:00 p.m. M - F

BUILDING & SAFETY

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

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:	654-2024	8:00 a.m. - 4:30 p.m.
Water Quantity Approval:	654-2024	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	389-9738	Monday thru Friday 7:00 a.m. - 5:00 p.m.
---	----------	---

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

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.

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.