



Building and Safety Division • Public Information

County of Ventura • Resource Management Agency • http://www.ventura.org/rma/build_safe

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East County Office • 3855-F Alamo St., 2nd Fl. #2091A, Simi Valley, CA. 93065 • 805 582-8064

PERMIT PROCESSING CHECKLIST

Owner/Agent _____ Date _____ PC# _____
Job Address _____ Location _____ AP# _____

Applicants must provide the drawings, reports, approvals, proof of payment, or fees specified below for those items marked in the **NEED** column by the permit processing staff. For a brief explanation of the items, please refer to Building and Safety's pamphlet, the "PERMIT PROCESSING GUIDE."

GROUP A: Documents Required for Permit Processing and Plan Review

Need Rec'd

- A1. Zoning clearance from the Planning Department.
- A2. Fire Prevention clearance.
- A3. Flood hazard review.
- A4. Soil report/soils waiver. (See Handouts B-49 and B-50.)
- A5. Geological report, when required by the Public Works Agency.
- A6. Site grading/earth moving.
- A7. Private sewage disposal system application receipt.
- A8. Plot plan; topography and surface drainage plan.
- A9. Construction plans and details. (See Handouts B-1 and B-2.)
- A10. Plumbing/mechanical/electrical plans and details.
- A11. State energy conservation design details/calculations. (See Handouts B-66, B-67, and B-67A.)
- A12. Structural calculations/details.
- A13. Manufactured home/commercial coach foundation plan and details/manufacturer's installation instructions.
- A14. Investigation report, terms and conditions for building to be relocated.
- A15. Additional documentation required.

GROUP B: Additional Documents and Fees Required for Permit Issuance

Need Rec'd

- B1. Public water supply will-serve letter.
- B2. Private water supply approvals.
- B3. Public sewer will-serve letter.
- B4. Private sewage disposal system design approval.
- B5. Public Works Agency approval of soil report/geological report/rough grading.
- B6. Encroachment permit.
- B7. Flood hazard clearance.
- B8. Food handling/public sanitation approval.
- B9. Fire Department approval of design for "Title 19" buildings.
- B10. State Division of Industrial Safety permit.
- B11. Relocated building bond.
- B12. Completed State form HCD-433A/433B.
- B13. Owner-Builder Verification form.
- B14. Certificate of Workers Compensation Insurance.
- B15. Final plans.
- B16. Contractors State License number and classification.
- B17. Name and address of construction lending agency, if any.
- B18. Authorized agent form.
- B19. Additional documentation required.
- B20. Acreage assessment fee.
- B21. School District Facilities Fee. Provide proof of payment or exemption.
- B22. Fire Protection Facilities fee and Sheriff Protection Facilities fee.
- B23. Calleguas Municipal Water District release.
- B24. Traffic Mitigation fee.
- B25. Camarillo Heights Drainage fee.
- B26. Environmental and Energy Resources Division (EERD) review.
- B27. Final Building and Safety fees.
- B28. Adjustments.

REMARKS: _____

Checklist prepared by _____ Plan Check expires on _____

APPLICANT: Please return this list to the Division of Building and Safety for final check-off at the time of permit issuance. The Permit Processing staff attempts to provide an accurate checklist of requirements to assist the public in obtaining permits. Should an error or omission occur, the applicant remains responsible for all necessary documents and/or fees. Acceptance of documents and fees for processing is not a warranty that a permit will ultimately be issued.

Acknowledged _____ Date _____
Applicant's Signature