

## **PERMIT PROCESSING GUIDE**

This guide is intended to assist applicants in assembling the plans, documents, technical data and approvals which are necessary in order for the Division of Building and Safety to process a building permit application. A careful reading of the information which follows may help you to understand the permit process better and thus avoid unnecessary delay, frustration, and expense. Before submitting drawings and documents, please determine from the information below which items require more than a single set or copy.

It should be understood that 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 in an unsafe location such as where subject to severe flooding, landslide, unstable soil or adverse geological conditions. In addition, a permit may be denied if the applicant is unable to satisfy requirements or conditions set forth by other regulatory County agencies.

The numbered, explanatory paragraphs in Groups A through D below correspond to items on the PERMIT PROCESSING CHECKLIST, which is used by the staff to determine whether a project is acceptable for processing. Each item may not apply to your particular construction project. Please confer with the permit processing staff if you have any questions.

**Refer to the final pages of this guide for a directory showing addresses, telephone numbers, and office hours of agencies, departments, and divisions which you may need to contact.**

### **GROUP A: DOCUMENTS REQUIRED FOR PERMIT PROCESSING AND PLAN REVIEW**

A1. Planning/Zoning Approval. Every construction project must be reviewed for conformance with zoning and land use requirements. To obtain a zoning clearance, the applicant must clearly identify the property undergoing development and must provide a plot plan showing all pertinent land use information such as existing and proposed structures, building setbacks, sideyards, offstreet parking, and easements.

Ventura County Unincorporated Areas - Zoning law enforcement for the unincorporated area of the County is the responsibility of the Planning Division, located at the Government Center in Ventura. When consultation with a Planning Division staff member is necessary, it is advisable to arrange an appointment beforehand.

Private Deed Restrictions - Private codes, covenants, and deed restrictions (CC&Rs) are usually not enforceable by County agencies, but some exceptions may apply in "RPD" zones. If your lot is in a subdivision where CC&Rs impose restrictions on the design and construction of a building, it is advisable to contact the local homeowners association for approval of plans prior to submitting them to County agencies for processing.

A2. 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 to be 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 subject to the requirement for an automatic fire extinguishing system if the floor area exceeds 5,000 square feet.

To initiate a review of fire protection requirements, applicants must submit form VCFPD-126B, Fire Department Requirements for Construction, to the Fire Prevention Bureau. A fee is payable directly to the Bureau for this review. Return the completed and properly signed form to Building and Safety.

Refer to Item C-9 in this guide for additional Fire Department requirements applicable to "Title 19" buildings.

Plans for automatic fire extinguishing systems must be reviewed and approved by the Fire Prevention Bureau. For buildings other than residential furnish one set of Fire Department-approved plans and obtain a permit from Building and Safety prior to installation of the fire extinguishing system.

A3. Flood Hazard Information. When a building is proposed for construction within a flood hazard area, special engineering design may be required. Floors may need to be elevated above potential high water level, foundations

may need to be deepened, and other measures may be necessary to protect against damage. Buildings in low areas must have an approved, continuous means of access to a public way for emergency exit or rescue at time of flooding. The permit processing staff in Building and Safety will advise you when it is necessary to submit plans to Flood Control for review. When this is necessary, provide two sets of building construction drawings to The Flood Control District, and include a detailed topographic map of the site showing earth contours and proposed building floor elevations in relation to Mean Sea Level. A fee is payable directly to Flood Control for this review.

Refer to Items A9-13 for additional sets of drawings required by Building and Safety for plan review.

A4. Soil Report. Expansive soil, uncompacted soil, and a variety of adverse soil conditions can cause serious damage to buildings, mobilehomes and other structures. To minimize these possibilities, a soil investigation and report by an approved testing agency is required for most building sites. Such reports include recommendations for special foundation design and/or mitigating measures to stabilize the soil when necessary. To be acceptable, soil reports must be of recent date (not over one year prior to date of submittal) and must cover the specific building site being developed. Submit two copies of the soil report for review by the Building and Safety plan review staff and the Public Works Development Services staff.

Buildings to be constructed on sandy beach sites may be exempt from the requirement for a soil report. Consult the permit processing staff in Building and Safety for information concerning requirements and/or exemptions from soil reports in beach areas; and for minor accessory buildings and small additions in other locations.

Where private sewage disposal systems are to be installed on hillside building sites, special precautions must be taken to prevent slope instability as a consequence of absorption of the effluent. Please notify your soils engineer if your building project is to include a private sewage disposal system. Most testing agencies which provide soil reports for foundation design are also equipped to perform percolation tests for private sewage disposal systems.

A5. Geological Report. Receipt of the soil report by the Public Works Agency initiates a review of soil data and in some cases may initiate a study of geologic maps, topographic maps, and other available information to determine whether the site is geologically stable. The agency geologist may conclude, after observation of field conditions, that a special independent geologic investigation and report is necessary to confirm or deny the safety of a site. When such an additional report is required, it must be furnished by a licensed engineering geologist, and the cost is borne by the applicant. If your building site is located on a hillside, near a bluff, in a boggy area, or in any locality which may be unstable, it is advisable to confer with Public Works Development Services early in the permit process so as to learn what special requirements may apply to the granting of a permit for construction in that area. Provide two copies of the geological report (if required) to Building and Safety, in addition to the copies furnished to Public Works.

A6. Site Grading; Earthmoving. Proper grading and compaction are as essential to maintaining the structural soundness of a building as is the construction of a strong foundation. 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 in even small amounts might obstruct a drainage course, cause erosion, or create a danger to nearby private or public property.

For projects in the County unincorporated area, contact Development Services in the Ventura County Public Works Agency at the Government Center. They may require the submittal of detailed plans for the proposed grading, and copies of a soil report. Fees are charged for grading plan review and inspection.

When applying for a building permit at Building and Safety, furnish evidence that a grading permit has previously been obtained, or that an application for such a permit is on file. If no grading is to be done, a statement to that effect must appear on the drawings and be signed by the owner, the architect or engineer, or the general contractor.

A7. Private Sewage Disposal. Design data for private sewage disposal systems must be reviewed and approved by the Environmental Health Division. This review requires submittal of an application giving a detailed technical description of the proposed system, three copies of a soil analysis and absorption (percolation) test report, and three copies of a plot plan and design specification for the system. Percolation testing and sewage system design must be by a registered engineer, registered geologist, registered engineering geologist or registered sanitarian.

The private sewage disposal application and supporting data must be submitted directly to the Environmental Health Division at the Government Center, who will approve and issue necessary permits. A fee is payable directly to Environmental Health for this service. Due to the technical complexity of information required for submittal, it is recommended that sewage disposal application forms be completed by the soil engineer, not the permittee.

Except under special circumstances, a private sewage disposal system cannot be approved for installation in an area where public sewers are available. Consequently, before engaging a soil engineer to perform tests and design

a private system, it is advisable to accurately determine whether your property can be served by any public systems in the vicinity.

When applying to Building and Safety for plan check, show proof of submittal (the receipt) from Environmental Health.

A8. Plot Plan; Topography and Surface Drainage. A plot plan provides information concerning the outline, dimensions and location of existing and proposed structures. Topography describes the physical configuration of the land. Topography must be shown for the building site and for adjoining lots and streets by means of contours and elevation 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. Provide one set of the foregoing details for initial plan review.

A9./A10. Construction Plans and Details: Plan Review. Building permit 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 those in steep 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. Drawings, calculations, and other documents pertaining to such construction shall bear the signature, seal, and registration number of the professional who has prepared them.

Architect/Engineer's License. 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. Plans must be signed and bear the stamp of the architect or engineer who prepared them.

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 rejection of drawings during the plan review process. **ONE SET OF BUILDING PLANS IS REQUIRED FOR INITIAL PLAN REVIEW.**

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. Since the processes of plan review, correction, resubmittal, and final approval may take several weeks, applicants are urged to allow ample "lead" time prior to the date when construction is planned to begin.

Plan reviews expire 365 days after submittal of construction drawings and payment of plan review fees. **EXCEPTION:** Plan reviews for projects which are subject to the Ojai Valley Clean Air Ordinance expire 90 days after submittal of drawings, and may not be extended more than 30 days.

Applicants should try to comply with time limits for obtaining a permit, and thus avoid the expiration of plan review.

After expiration, additional fees are charged to reactivate the process, and drawings may have to be revised to comply with any new codes or standards enacted subsequent to the original date of application for permit.

A11. State energy conservation design calculations, as needed to show compliance with State standards, are usually very difficult for the untrained person to provide. Inasmuch as Building & Safety cannot offer design assistance or training in such technical matters, applicants are encouraged to utilize professional designs for this purpose whenever possible. Two sets of energy conservation design calculations are required for initial plan review. Energy form CF-1R (signed in three places) must appear on the plans.

A12. Structural calculation/details Two sets of structural design calcs are required for initial plan review and they must bear the wet signature stamp of the engineer providing the calcs.

A13. Plumbing, mechanical, electrical plans and details One set of plumbing, mechanical, and electrical plans are required for initial plan review on all commercial, industrial, and multi-unit residential complexes. One set of plumbing and mechanical plans are required for single family dwellings that exceed 3000 square feet in size, two

stories in height, or contain more than three bathrooms. One set of electrical plans are required for single family dwellings that exceed 5000 square feet in size or have an electric service larger than 350 amps.

A14. Mobilehomes; Commercial Coaches. The zoning and building codes, with certain limitations, allow installation of mobilehomes as permanent dwellings on individual lots, provided: they are approved units and are safely supported on an approved, permanent foundation system, are properly anchored against wind and seismic forces, and are safely connected to utilities and to an approved sewage system. Plans for mobilehome and commercial coach permanent foundation systems must be prepared by a licensed engineer, or must be State-approved standard designs. Building and Safety's detail sheet B-65 may be helpful as a guide for the construction of a permanent foundation system.

The manufacturer's installation instructions are compiled by the maker of a mobilehome or commercial coach and contain important technical data intended to assure proper placement of such units on a site. The manufacturer's installation instructions must be submitted when applying for a permit in order to facilitate both plan review and inspection.

Zoning law stipulates that mobilehomes manufactured prior to June 15, 1976, are not eligible for approval as permanent dwellings except when located in agricultural zones and used as caretaker or farmworker housing. Do not locate a mobilehome or commercial coach on a parcel before all necessary plans and details are submitted and the required permits are obtained. Zoning regulations usually require the construction of a garage or carport when a mobilehome is placed on an individually-owned lot. Construction must be completed before the mobilehome may be approved for occupancy. Provide Building and Safety with three (3) sets of plans consisting of Plot Plan, Foundation Plan and Garage or Carport Plans, along with two (2) sets of manufacturer's installation instruction booklets.

Commercial coaches may be installed as offices or other places of employment under standards similar to those for permanently-placed mobilehomes. In addition, such units are subject to State laws requiring that they be accessible to and usable by physically handicapped persons.

It is unlawful to install a mobilehome for use as a temporary dwelling during construction of a permanent residence, without first obtaining the necessary zoning clearances and construction permits for both the temporary mobilehome and the permanent residence. A permit for the installation of a mobilehome during construction is valid for a limited time period, and may be revoked if satisfactory progress toward completion of the permanent residence is not shown. Mobilehomes installed as temporary dwellings must be adequately supported. Refer to Building and Safety's detail sheet B-69 for minimum foundation requirements.

A15. Moved Buildings. Buildings must be inspected by Building and Safety prior to being moved or relocated. There is a fee required for this inspection. A detailed investigation report is prepared by the inspector. If the report concludes that the structure is suitable for moving, the relocation permit process may then be initiated. The process includes submittal of construction drawings by the applicant, and posting a performance bond to assure that all work at the new building site is completed in accordance with requirements and within the time limit for completion.

A16. Additional Documentation. The permit and plan review process is an analysis and discovery procedure which 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 and Safety to request additional items of information which do not appear on the foregoing list of documents.

## **GROUP B: FEES REQUIRED TO INITIATE PERMIT PROCESSING AND PLAN REVIEW**

Fees for permits and services are established by action of the Board of Supervisors for the unincorporated area of the County. All charges are based upon enacted rates and schedules, and these are open to examination by the public. Confer with the permit processing staff if more information is needed.

Fees may be paid in cash, check, or money order except as otherwise noted. Payment by check is preferred. Checks which are returned for insufficient funds are subject to a \$30.00 penalty, and all permits and processes are null and void until payment is received by Building and Safety.

B1. Zoning Clearance Fee. Zoning clearance fees are payable at the office where issued.

B2. Flood Hazard Review Fee. If a building is to be constructed within a flood hazard area, fees for special permits and for plan review by Flood Control District engineers may apply.

B3. Sewage Disposal Compliance Review Fee. Fees for the analysis and review of design data for private sewage disposal systems must be paid directly to the Environmental Health Division at the Government Center. Contact Environmental Health for the amount of fees due. Your receipt must be presented to Building and Safety when initiating permit processing and plan review.

B4. Building Plan Review Fee; Energy Conservation Standards Fee. The building plan review fee is applicable to construction projects of nearly all kinds, including additions, alterations, improvements, and conversions. The energy conservation standards fee is applicable to all construction projects which are subject to the State's energy regulations, including dwellings, commercial, and industrial buildings and additions. No portion of the plan review or energy fees is refundable for a project which is canceled by the applicant after plan review has commenced.

B5. Mobilehome/Commercial Coach Plan Review Fee. Manufactured housing and commercial coaches do not require plan review of the factory-built portion of the structure under most circumstances if the units are State-approved. However, plans for the foundation and related on-site construction are subject to Building and Safety review, and plan check fees.

B6. Application and Investigation Fee, Moved Buildings. Fees cover travel time for an inspector, on-site investigation of the building to be moved, and preparation of a report listing required conditions for upgrading the building at its new location. The investigation fee for buildings located outside Ventura County is substantially higher than for those within the County.

### **GROUP C: ADDITIONAL DOCUMENTS AND APPROVALS REQUIRED FOR PERMIT ISSUANCE**

C1. Public Water Supply. An assured supply of potable water is necessary for each building site, and the quantity and flow must be adequate for both domestic use and fire fighting purposes. Permit applicants whose property is to be served from a public water system must furnish a "will-serve" letter from the water purveyor stating that the purveyor's system will comply with applicable standards of the California Health and Safety Code, and Title 22 of the California Administrative Code. The will-serve letter must be signed by the water agency engineer and must indicate the range of pressure available at the building site.

C2. Private Water Supply. The use of a private well as a domestic water supply can be approved by the Environmental Health Division only after the applicant furnishes an analysis and test report by an independent, State-licensed laboratory showing that State standards for safe drinking water are met. Obtain form EH-19 at Environmental Health. After it has been approved by Environmental Health, submit an approved copy to Building and Safety.

Permits are required for water well test borings and for the installation, abandonment or reactivation of water wells or anode wells. Contact the Groundwater Section of the Public Works Agency for information regarding permits, fees, construction standards and water quantity standards.

Requirements for an adequate supply of water for fire fighting purposes apply to private as well as public water systems.

C3. Public Sewer. When a building is to be located within any area served by a public sewer, there must be a positive indication from the local sanitary district that service can and will be provided to the site. A building permit cannot be issued until a "will-serve" letter is obtained from the sewer agency and filed with the Division of Building and Safety.

C4. Private Sewage Disposal. Upon approval and issuance of a Application Form by the Environmental Health Division, a copy of the form shall be submitted to Building and Safety for inclusion in building permit records. Contact Environmental Health (Not Building and Safety) for inspection of private sewage disposal systems.

C5. Soil Report; Geological Report; Rough Grading. Upon approval by Public Works Development Services, the soil report (and geological report if required) is "cleared" to the Division of Building and Safety for processing of a building permit. Adverse soil or geological conditions may necessitate redesign of footings, foundations, and other structural components prior to issuance of a building permit.

For sites which are to be graded, show the grading permit number on the face of construction drawings submitted to Building and Safety, as evidence that the required permit has been obtained from Public Works. Issuance of a building permit will be delayed if inspection of the rough grading reveals that standards have not been met and it is inappropriate to begin construction of the building prior to correction of grading deficiencies. ("Rough Grading" is to be completed on the lot prior to issuance of a building permit.)

C6. Encroachment. An Encroachment Permit is required for all construction activities which 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, sidewalk or shoulder areas. All activities within this area are subject to CALTRANS, Transportation Department or City Engineer approval and supervision.

Encroachment permits may be obtained from the Transportation Department's Traffic Section, located on the third floor of the County Government Center, Administration Building. For encroachment permits on State of California Highway right-of-way, contact CALTRANS.

C7. Flood Hazard. When the Flood Control District requires alteration of the structural design of a building to mitigate flooding conditions, such design changes must be clearly detailed on the plans and must be resubmitted for approval by Flood Control and Building and Safety.

C8. Food Handling/Public Sanitation. State law contains standards for sanitation which are applicable to drinking and dining establishments, markets and other food handling facilities, as well as to public swimming pools. If your construction project includes any of these, contact the Environmental Health Division early in the permit process to determine what requirements apply.

C9. Title 19 Buildings. State law requires the County Fire Chief to review and approve so-called "Title 19" buildings classified as A, E, H, I, R1, or R2 occupancies by the California Administrative Code. This group of occupancies includes schools, hospitals, sanitariums, children's homes, auditoriums, dance halls, theaters, skating rinks, organized camps, places of assembly, and facilities which store or handle hazardous materials.

C10. Division of Industrial Safety. State law requires that permits be obtained from the State Division of Industrial Safety (DIS) for construction work which may be hazardous to employees, such as (a) construction of trenches or excavations five feet or deeper and into which a person is required to descend; (b) construction of any building, structure, falsework, or scaffolding more than three stories or 36 feet high; or (c) demolition of any building, structure, falsework, or scaffolding more than three stories or 36 feet high. If your construction project is known to involve any of the foregoing work, evidence of a DIS permit must be provided before a building permit may be issued by Building and Safety. A Certificate of Compliance must be signed by applicant prior to permit issuance. If none of the above situations will occur on the site, the owner or contractor must sign a CAL-OSHA Waiver Statement at the Building and Safety Counter.

C11. Relocated Buildings. For buildings to be moved, a performance bond or security deposit is required in addition to other fees, to assure that all required work on the building at its new site will be completed within the prescribed time limit. The dollar amount of the bond or deposit is set by Building and Safety at a level which would cover either clearing of the site, or completion of the work under legal order of the Building Official, should the project be abandoned by the permittee.

C12. Mobilehome/Commercial Coach, Permanently Installed. Owners of mobilehomes which 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 mobilehome. In addition, detailed information must be furnished which identifies the make, model, and manufacturer of the mobilehome and describes certain features of the unit(s) being installed. Similar requirements apply to commercial coaches. Obtain copies of form HCD 433A/433B and instructions for properly completing it from the Building and Safety permit processing staff.

C13. Owner-Builder Verification. Permits may be issued to owner-builders for single-family residential work which will be performed on their own property when the work is to be done personally or by members of the immediate family; or by properly licensed contractors. If you hire unlicensed persons (except your immediate family), and the value of work including material and other costs is \$300 or more for the entire project, then you may be considered an "employer" in the eyes of the law and may be subject to state and federal obligations such as income tax withholding, social security taxes, workers compensation insurance, and unemployment compensation contributions.

Under the law, an owner has no right to a permit as owner-builder if he/she intends to build for the purpose of early sale and does not employ licensed contractors to perform the work. If a building is constructed by the owner and/or unlicensed employees and is sold or offered for sale within one year of completion, the owner/builder may have the burden of proving that it was not built or improved for the purpose of sale, should there be a legal challenge. Owner-builder permit applicants must sign certain legal declarations and a verification form, attesting to their status as owner-builders rather than speculative builders.

C14. Certificate of Workers Compensation. The State Labor Code seeks to assure that every person employed on a construction project is adequately covered by disability insurance in the event of injury on the job. Building departments are prohibited from issuing permits to building contractors, owner-builders, and others if they cannot provide evidence of Workers Compensation coverage or cannot show that they are legally exempt from the requirement. The law applies to all types of building construction, from the largest project to minor additions,

alterations, and repairs.

Owner-builders who perform all work themselves and do not employ others so as to become subject to the Workers Compensation Law are exempt from providing evidence of coverage. When such is the case, a legal Certificate of Exemption must be signed by the owner-builder.

C15. Construction Plans and Details. Three sets of building, plumbing, mechanical and electrical plans and details, with all revisions and corrections shown thereon, plus two sets of structural design calculations, and two sets of energy design calculations are required for final plan review and permit issuance. The State Business and Professions Code requires that the architect and/or engineer who has prepared the drawings must sign those drawings. The signature must be a "wet" signature, in ink, on each sheet of each set of drawings, and must be accompanied by that individual's stamp bearing his name, license number, and the date of expiration of license. The same signature and stamp shall appear on all structural and energy design calculations.

C16. Contractors License. Permits may not be issued to unlicensed contractors or other persons who cannot furnish evidence that they are authorized to perform work under provisions of the Contractors License Law. Contractors are required to sign a declaration affirming they are duly licensed, and must furnish their State license number and classification, as a condition of issuance of a building permit.

C17. Construction Lender. When construction of a project is financed by a bank, savings and loan association, or other lending agency, the State Mechanics Lien Law requires that the name and address of that institution appear on the building permit as part of the public record. Please furnish accurate information as to the name and address of the lender when this is applicable.

C18. Authorized Agent. Permits must be properly signed by: (a) the owner, or (b) the licensed contractor acting on behalf of the owner, or (c) the architect or engineer of the project, or (d) an "authorized agent" empowered to obtain permits for the owner. To designate an authorized agent, obtain a Certificate of Authorization from Building and Safety, properly fill it out, and return. The appointment of an authorized agent does not relieve the property owner of any legal requirements or responsibilities associated with a permit.

C19. Additional Documentation. Refer to Item A16.

#### **GROUP D: ADDITIONAL FEES OR PROOF OF PAYMENT REQUIRED FOR PERMIT ISSUANCE**

D1. Acreage Assessment Fee. All properties in the County are subject to payment of a one-time Flood Control acreage assessment fee when improvement (building) takes place. The amount of the assessment is determined by the Survey and Mapping unit of the Public Works Agency. A separate check or money order for the correct fee should be made payable to the County of Ventura and submitted to the Survey and Mapping office in the Government Center.

D2. School Facilities Fees. Most school districts in Ventura County, through provisions of State law, require payment of a "developer" fee whenever residential or commercial/industrial buildings and additions are to be constructed, or whenever a mobilehome or commercial coach is to be installed. When such fees are applicable, they must be paid directly to the local school district office. Obtain proper forms from Building and Safety after initial plan review. Certification of payment of school facilities fees must be submitted to Building and Safety before a building permit is issued.

D3-4. Fire and Sheriff Facilities Fees. Within certain growth areas of the County, permit applicants are subject to special levies for the purpose of accumulating funding for future fire and sheriff buildings and facilities. Fire and Sheriff Facilities fees are applicable to permits for both residential and nonresidential buildings within designated areas, and are payable to the Division of Building and Safety.

D5. Calleguas Water District Release. Calleguas Municipal Water District (CMWD) distributes Northern California water on a wholesale basis to the majority of Ventura County water purveyors located south of the Santa Clara River. Confirmation of water service from this water supplier is required if your construction project is located within their area of service. Provide a Release Receipt issued pursuant to CMWD Ordinance 14. The CMWD requires payment of a substantial fee, representing the applicant's share of capital improvement costs for water transmission and storage facilities.

D6. Parkland Dedication Fee. When a parcel of land is to be developed as a residential site, it may be subject to Parkland Dedication or so-called Quimby fees. For projects in the County unincorporated area, contact Recreation Services at the Government Center. With respect to residential development, State law permits deferment of these fees until the time of final inspection. APPROVAL FOR OCCUPANCY WILL NOT BE

GRANTED UNTIL THESE FEES HAVE BEEN PAID.

D7. State Mobilehome/Commercial Coach Fee. A fee is required to be paid to the State Department of Housing and Community Development (HCD) in the amount of \$11.00 per transportable section of a mobilehome or commercial coach when it is to be installed on a permanent foundation system. Provide a separate check in the correct amount, made out to HCD. Deliver the check to Building and Safety, along with form HCD 433A/433B as described in Item C12. See Item D8 below for additional mobilehome fees.

D8. Final Building and Safety Fees. Payment of final Building and Safety fees is required at the time of permit issuance, after construction drawings have been approved and all documentation and clearances have been received. Such fees include all building permit and associated plumbing, mechanical, and electrical fees for structures and related site work; mobilehome or commercial coach installation and foundation fees if applicable, and all other miscellaneous charges such as the permit issuance fee and the State seismic fee.

D9. Traffic Impact Mitigation Fee. The fee provides a method of assessing on a project by project basis, a "fair share" portion of the cost of projected road improvements in the County unincorporated areas. The fee is calculated and collected at the Transportation Encroachment Permit Counter located on the third floor of the Government Center.

D10. Camarillo Heights Drainage Fee. Certain lots in the hills above Camarillo that drain onto/into the city's drainage ways are assessed a fee for that use. The fee is collected at the Public Works Development Services.

D11. Adjustments.

(a) Missing Information. All information pertinent to a proposed construction project should be provided to the Division of Building and Safety when applying for a permit. The Division 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, the applicant saves the issuance fee for all but one permit. 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.

(b) Errors. Plan check and/or permit fee adjustments are occasionally necessary when an error in calculating fees has occurred; or when plans are changed to the extent that the fee calculation must be revised. Should a refund of fees be in order, the permit processing staff will assist you in submitting a claim for the correct amount.

## DIRECTORY OF PUBLIC AGENCIES

### RESOURCE MANAGEMENT AGENCY:

Government Center Offices  
800 S. Victoria Avenue  
Ventura, CA 93009

	<u>TELEPHONE</u>	<u>OFFICE HOURS</u>
<u>INFORMATION (RMA):</u>	654-2494	7:30 a.m. - 5:00 p.m.
<u>COUNTY INFORMATION:</u>	654-2222	Recording, 24 hrs.
<u>ENVIRONMENTAL HEALTH DIVISION:</u> Applicants for private sewage disposal systems. Water analysis approval. Food handling; sanitation.	654-2813	8:00 a.m. - 5:00 p.m. Monday thru Friday
<u>PLANNING DIVISION:</u>	654-2488	7:30 a.m. - 4:30 p.m. Monday thru Friday

**BUILDING & SAFETY**

**Main Office**

**-VENTURA-**

Permit Processing	654-2771	Monday thru Friday 7:30 a.m. - 4:30 p.m.
Plan Review Information	654-2771	7:30 a.m. - 12:00 p.m.
Inspection Requests	654-2791	24 hr. Advance Notice (Recorded Message)
Building Inspectors	654-2771	8:00 a.m. - 8:30 a.m. (except Wednesday 3:30 p.m. - 4:00 p.m.) (Subject to availability) Monday thru Friday

**-EAST COUNTY-**

Division of Building & Safety  
3855-F Alamo St., Rm. 2019A  
Simi Valley, CA 93065

Permit Processing	582-8064	Monday thru Friday 7:30 a.m. - 4:00 p.m.
Plan Review Information	582-8064	7:30 a.m. - 12:00 p.m.
Inspection Requests	582-8063	24 hr. Advance Notice (Recorded Message)
Building Inspectors	582-8064	8:00 a.m. - 8:30 a.m. (except Wednesday) and 3:30 -4:00 p.m. (Subject to availability)

**PUBLIC WORKS AGENCY:**

Government Center Office  
800 S. Victoria Avenue  
Ventura, CA 93009

Land Development	654-2030	Monday thru Friday 8:00-12:00, 1:00-5:00 Geology
-Grading Permits, Soils & Geological Reviews		
-Grading Inspectors	654-3774	8:00-5:00 Mon.-Friday.
Surveying & Mapping	654-2911	8:00-5:00 Mon.-Friday.
Flood Control District	654-2011	8:30- 12:00,
Transportation Department		1:00-5:00 Mon.-Friday.
-Encroachment Permits & Traffic Mitigation Fee	654-2055	8:00-5:00 Mon.-Friday.
Ground Water Section		
-Water Well Permits	654-2088	8:00-5:00 Mon.-Friday
Water Quantity Approval	654-9204	8:00-5:00 Mon.-Friday.

**FIRE PREVENTION BUREAU**

Camarillo Airport	389-9710	8:00-5:00
165 Durley Avenue		Monday thru Friday
Camarillo, CA 93010		

**RECREATION SERVICES:**

Government Center  
800 S. Victoria Avenue  
Ventura, CA 93009

Parkland Dedication (Quimby Fee)	654-3945	7:00-5:00 Mon.-Friday.
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**WATER WHOLESALER:**

Calleguas Municipal Water District	526-9323	8:00-4:30 Mon.-Fri.
2100 Olsen Rd.	FAX	
Thousand Oaks, CA 91360	522- 5730	

**AIR POLLUTION CONTROL DISTRICT**

669 County Square Drive	645-1401	8:00-12:00
Ventura, CA 93003	FAX	1:00-5:00 p.m. Mon. thru Friday
	645-1444	

**NOTES**

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