



## Public Information

County of Ventura • Resource Management Agency • Code Compliance Division  
800 South Victoria Avenue, Ventura, CA. 93009 • 805 654 2463 • [www.ventura.org/rma/codecompliance](http://www.ventura.org/rma/codecompliance)

# Code Compliance Services

The Code Compliance Division provides Building Code Zoning and Building Code Enforcement services to the unincorporated areas of Ventura County. Code Compliance Officers enforce the rules and regulations outlined in the County Zoning Ordinances and Ventura County Building Code. It is the mission of the Code Compliance Division to work with the residents, tenants, and the businesses of Ventura County to promote and maintain a safe and desirable living and working environment.

### What are Some Examples of Code Violations?

- Outdoor storage of inoperative motor vehicles, campers, boats, trailers, etc.
- Outdoor storage of items on property and/or within required setbacks
- Unpermitted buildings or construction
- Unlawful grading or brush removal
- Fences exceeding maximum height limits
- Illegal dwellings or living in recreational vehicles
- Trimming/removal of protected trees (oak, sycamore, etc.) without permits or construction within a protected tree zone
- Activities related to a commercial or industrial use without the proper permits
- Keeping of excessive pet or farm animals
- Illegal signs

### How Does the Enforcement Process Work?

- The process begins with a complaint filed by a concerned citizen. Anyone may submit a signed complaint about activities and/or structures on a piece of property. All complaints are confidential. The complainant's name is not revealed to the violator unless ordered by the Court.
- The complaint will be logged in and assigned to a Code Compliance Officer who covers the area where the complaint has occurred. Notice of Alleged Violation will be sent to the property owner. This notice encourages all involved parties to resolve suspected violations within 30 days, before they become formally recognized and additional legal action is taken.
- After 30 days, the Code Compliance Officer will investigate and conduct a site visit. If the violation has never existed or been abated, no further action is taken.
- If the Code Compliance Officer confirms that a violation of the County's Ordinance or Building Code exists and the property owner or tenant has failed to correct it, a Notice of Violation will be sent to the property owner. The Code Compliance Officer will then work with the owner of the property to ensure compliance.
- If the violation continues unabated for another 30 days, the County will then record a Notice of Noncompliance on the property, which is the same as recording a lien. Simultaneously, a Notice of Impending Administrative Civil Penalties is issued, and another 30 days to correct the violation(s) is provided before penalties are imposed. Civil administrative penalties for non-abated violations range from \$50 to \$1000 per violation per day. The County's Civil Administrative Penalties Program is described in more detail in the County's Zoning Ordinance and Building & Safety Code.

It is important that complainants provide their name, mailing address, and phone numbers so the Code Compliance staff can contact them if there are questions about their complaint. Code Compliance Officers do not call complainants with regular status reports, but they do upon request provide complainants with “blind” copies of correspondence sent to the offending party.

## How Do I File a Complaint?

There is no fee to file a complaint; however, a signature is required. An electronic Complaint Form is located on the County’s Code Compliance Division website ([www.ventura.org/rma/codecompliance/blu](http://www.ventura.org/rma/codecompliance/blu)). You may file a complaint in any of the following ways:

- Fax your signed Complaint Form to (805) 645-5177;
- Mail your signed Complaint Form to 800 S. Victoria Ave, Code Compliance Division L#1750 Ventura, CA 93009-1750;
- Drop off your signed Complaint Form at the Code Compliance Division public counter weekdays between 7:30 a.m. and 4:30 p.m. or;
- E-mail your electronic Complaint Form from the Code Compliance website.

Complainants should provide as much information as possible in their written complaint. The more information the Code Compliance staff has to work with, the more readily the complaint can be addressed. Complainants may add supplemental pages to the basic complaint form, and include pictures, diagrams of the site, and/or logs of dates and times when the alleged violation(s) occurred.

If you have any questions or concerns regarding your complaint, please call the Code Compliance hotline at (805) 654-2463, or send an email to: [code.enforcement@ventura.org](mailto:code.enforcement@ventura.org).

## Phone Directory of County Departments and Other Agencies

There are many types of possible code violations. The following list of contacts is provided to assist you in directing your concern to the proper agency.

If your complaint is regarding:	Please call this agency:
<ul style="list-style-type: none"> <li>• Substandard Housing</li> <li>• Non-permitted Construction</li> <li>• Hazardous Electrical Appliances</li> <li>• Travel Trailer used as Residence</li> <li>• Sewage Discharge</li> </ul>	Code Enforcement 805-654-2463
<ul style="list-style-type: none"> <li>• Building Permits</li> </ul>	Building and Safety 805-654-2791
<ul style="list-style-type: none"> <li>• Restaurants</li> <li>• Solid Waste</li> <li>• Hazardous Waste</li> <li>• Vector Control</li> </ul>	Environmental Health 805-654-2813
<ul style="list-style-type: none"> <li>• Asbestos Removal</li> <li>• Electric Generators</li> <li>• Demolition of Structures</li> </ul>	Air Pollution Control District 805-654-2797
<ul style="list-style-type: none"> <li>• Water Well Quality</li> <li>• Illegal Grading</li> <li>• Diverting Natural Water Flow</li> <li>• Tree Trimming (on public roads only)</li> </ul>	Public Works 805-654-2059
<ul style="list-style-type: none"> <li>• Dumping in Waterways</li> </ul>	Watershed Protection 805-654-2069
<ul style="list-style-type: none"> <li>• Planning Permits</li> </ul>	Planning 805-654-2488
<ul style="list-style-type: none"> <li>• Home Occupation/Businesses</li> <li>• Open Storage (trash/debris)</li> <li>• Structure within Setbacks</li> <li>• Illegal Mobile Homes/Travel Trailers</li> <li>• Abandoned Vehicles on Private Property</li> </ul>	Code Compliance 805-654-2463
<ul style="list-style-type: none"> <li>• Weed Control</li> </ul>	Ventura County Fire Dept. 805-384-1500
<ul style="list-style-type: none"> <li>• Dangerous Animals</li> </ul>	Animal Control 805-388-4341
<ul style="list-style-type: none"> <li>• Inhumane Treatment of Animals</li> </ul>	Humane Society 805-646-6505
<ul style="list-style-type: none"> <li>• Abandoned Vehicles on Public Streets</li> </ul>	California Highway Patrol 805-654-4571
<ul style="list-style-type: none"> <li>• Road Maintenance</li> <li>• Graffiti on Public Property</li> </ul>	Public Works Transportation 805-672-2131
<ul style="list-style-type: none"> <li>• Public Disturbances</li> <li>• Events</li> </ul>	Ventura County Sheriff 805-654-2311