

## **Thank you for your application for a Business Tax Certificate!**

The County of Ventura is pleased to welcome your business to our county. As you'll see in your Business Tax Certificate application, in order to obtain your permanent tax certificate you must provide evidence of:

1. A **Zoning Clearance** authorizing use inauguration from the Planning Division if you are starting a business in a commercial or industrial tenant space or a **Home Occupation Permit** if you are operating your business out of your residence.
2. A **Certificate of Occupancy**, or waiver of such certificate, from the Building and Safety Division if you are starting a business in a commercial or industrial tenant space.

These requirements help ensure that your place of business is safe for you and your employees, and meets all County regulations related to land use and zoning. Completing these reviews now helps avoid problems with code violations that could impact your business operations in the future. The following information will help you move through the process of obtaining your required permits.

### **STEP 1: Zoning Clearance/Home Occupation Permit**

A Zoning Clearance is a ministerial land use permit, a land use permit issued based on a set of rules or standards, not a decision-maker's judgment. It provides evidence that your business complies with all applicable Ventura County zoning regulations.

Many types of businesses may be approved with a Zoning Clearance only, or are exempt entirely from Zoning Clearance requirements. For example, home occupations (businesses operated out of a residence) may be approved with a similar, Home Occupation Permit. However, you should be aware that larger or more complicated business projects may require other land use permits in addition to a Zoning Clearance. Staff at the Planning Division counter will help you determine the appropriate land use permit for your business.

In most cases you will be able to obtain your Zoning Clearance over the counter in less than an hour. To facilitate this process, please be prepared with:

- The address or Assessor's Parcel Number where your business is located;
- A detailed description of the activities you will conduct as part of your business;
- Your Business Tax Certificate application.

### **STEP 2: Certificate of Occupancy**

A Certificate of Occupancy provides evidence that your business location has been inspected by a Ventura County Building Official, meets all building code requirements, and is approved for your business to occupy. Certificates of Occupancy run with the building tenant, not the building itself, which means that even if the prior tenant at your new business location had a



#### **Ventura County Tax Collector**

Ventura County Hall of Administration  
800 South Victoria Avenue  
Ventura, CA 93009-1290  
Phone: (805) 654-3727

#### **Planning Division Counter**

Ventura County Hall of Administration  
Third Floor  
800 South Victoria Avenue  
Ventura, CA 93009-1740  
Phone: (805) 654-2488  
Web: [www.ventura.org/rma/planning](http://www.ventura.org/rma/planning)

#### **Building & Safety Division Counter**

##### **Ventura Office**

Ventura County Hall of Administration  
Third Floor  
800 South Victoria Avenue  
Ventura, CA 93009-1740  
Phone: (805) 654-2788  
Inspections: (805) 654-2791

##### **East County Office**

3855-F Alamo Street  
Second Floor #2091A  
Simi Valley, CA 93065-5915  
Phone: (805) 582-8064  
Inspections: (805) 582-8063  
Web: [www.ventura.org/rma/build\\_safe](http://www.ventura.org/rma/build_safe)

valid Certificate of Occupancy, ***you still must obtain a new Certificate of Occupancy for your business.***

Home occupations and mobile businesses are exempt from Certificate of Occupancy requirements. Planning Division staff should provide evidence of this exemption at the time of Zoning Clearance issuance.

For businesses that are not exempt from Certificate of Occupancy requirements, a Certificate of Occupancy permit and an inspection of your business location is required before a certificate can be issued. After obtaining the Certificate of Occupancy permit at the appropriate Building and Safety office, inspection requests can be made at the Building & Safety Division counter or by phone 24 hours a day. Inspection requests received prior to 6:00 a.m. on a work day will be conducted that same day. Inspection requests received after 6:00 a.m. will be scheduled the next work day. Some businesses also require an inspection and permit from the Ventura County Fire Protection District. You should speak with Building & Safety Division staff to determine if these requirements apply to your business.

Once you have passed your building inspection, a Certificate of Occupancy will be mailed to you.