



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 | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A1. Zoning clearance from the Planning Department. |
| <input type="checkbox"/> | <input type="checkbox"/> | A2. Fire Prevention clearance. |
| <input type="checkbox"/> | <input type="checkbox"/> | A3. Flood hazard review. |
| <input type="checkbox"/> | <input type="checkbox"/> | A4. Soil report/soils waiver. (See Handouts B-49 and B-50.) |
| <input type="checkbox"/> | <input type="checkbox"/> | A5. Geological report, when required by the Public Works Agency. |
| <input type="checkbox"/> | <input type="checkbox"/> | A6. Site grading/earth moving. |
| <input type="checkbox"/> | <input type="checkbox"/> | A7. Private sewage disposal system application receipt. |
| <input type="checkbox"/> | <input type="checkbox"/> | A8. Plot plan; topography and surface drainage plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | A9. Construction plans and details. (See Handouts B-1 and B-2.) |
| <input type="checkbox"/> | <input type="checkbox"/> | A10. Plumbing/mechanical/electrical plans and details. |
| <input type="checkbox"/> | <input type="checkbox"/> | A11. State energy conservation design details/calculations. (See Handouts B-66, B-67, and B-67A.) |
| <input type="checkbox"/> | <input type="checkbox"/> | A12. Structural calculations/details. |
| <input type="checkbox"/> | <input type="checkbox"/> | A13. Manufactured home/commercial coach foundation plan and details/manufacturer's installation instructions. |
| <input type="checkbox"/> | <input type="checkbox"/> | A14. Investigation report, terms and conditions for building to be relocated. |
| <input type="checkbox"/> | <input type="checkbox"/> | A15. Stormwater Permit Requirements – Best Management Requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | A16. Additional documentation required. |

GROUP B: Additional Documents and Fees Required for Permit Issuance

- | Need | Rec'd | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | B1. Public water supply will-serve letter. |
| <input type="checkbox"/> | <input type="checkbox"/> | B2. Private water supply approvals. |
| <input type="checkbox"/> | <input type="checkbox"/> | B3. Public sewer will-serve letter. |
| <input type="checkbox"/> | <input type="checkbox"/> | B4. Private sewage disposal system design approval. |
| <input type="checkbox"/> | <input type="checkbox"/> | B5. Public Works Agency approval of soil report/geological report/rough grading. |
| <input type="checkbox"/> | <input type="checkbox"/> | B6. Encroachment permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | B7. Flood hazard clearance. |
| <input type="checkbox"/> | <input type="checkbox"/> | B8. Food handling/public sanitation approval. |
| <input type="checkbox"/> | <input type="checkbox"/> | B9. Fire Department approval of design for "Title 19" buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | B10. State Division of Industrial Safety permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | B11. Relocated building bond. |
| <input type="checkbox"/> | <input type="checkbox"/> | B12. Completed State form HCD-433A/433B. |
| <input type="checkbox"/> | <input type="checkbox"/> | B13. Owner-Builder Verification form. |
| <input type="checkbox"/> | <input type="checkbox"/> | B14. Certificate of Workers Compensation Insurance. |
| <input type="checkbox"/> | <input type="checkbox"/> | B15. Final plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | B16. Contractors State License number and classification. |
| <input type="checkbox"/> | <input type="checkbox"/> | B17. Name and address of construction lending agency, if any. |
| <input type="checkbox"/> | <input type="checkbox"/> | B18. Authorized agent form. |
| <input type="checkbox"/> | <input type="checkbox"/> | B19. Additional documentation required. |
| <input type="checkbox"/> | <input type="checkbox"/> | B20. Acreage assessment fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | B21. School District Facilities Fee. Provide proof of payment or exemption. |
| <input type="checkbox"/> | <input type="checkbox"/> | B22. Fire Protection Facilities fee and Sheriff Protection Facilities fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | B23. Calleguas Municipal Water District release. |
| <input type="checkbox"/> | <input type="checkbox"/> | B24. Traffic Mitigation fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | B25. Camarillo Heights Drainage fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | B26. Integrated Waste Management Division (IWMD) |
| <input type="checkbox"/> | <input type="checkbox"/> | B27. Code Compliance Division. Provide Clearance for Case No. _____. |
| <input type="checkbox"/> | <input type="checkbox"/> | B28. Final Building and Safety fees. |
| <input type="checkbox"/> | <input type="checkbox"/> | B29. 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

DISTRIBUTION: White – Applicant Canary – Building & Safety Pink – CCD File

B & S STD	B-101
Revised:	July 2011