

Government Agencies Checklist

Planning

1. Zoning Clearance Application Packet with Development Data Table filled.
2. Two sets of 18" x 24" construction drawings of site plan, floor plans, and elevations.
3. One set of 8.5" x 11" site plan, floor plans, and elevations.
4. Zoning Clearance Fee, paid as check made out to "County of Ventura, Planning Division"
5. Authorization of Agent Form

Environmental Health

1. Application for Onsite Wastewater Treatment System
2. Bedroom Equivalents and Fixture Units Worksheet
3. One copy of Floor Plan
4. One copy of Soil Engineering Report
5. Three copies of scaled plot plan (1" = 20', 40', or 50') that includes the 17 points listed on the application.
6. Certificate of Authorization of Agent
7. OWTS Application Fee

Fire Department

1. Form VCFPD-126 - Requirements for Construction Application
2. Section II of Form VCFPD-126 must be filled out by water purveyor.
3. Fee as check made out to "Fire Prevention Bureau"
4. Two copies of site plan, with following information included: square footage of all stories, garage, and enclosed patios.
5. Authorization of Agent Form

Public Works

1. Authorization of Agent Form

For Flood Hazard Review:

1. Floodplain Development Application
2. One complete set of building plans, as submitted to Building and Safety.
3. FEMA Elevation Certificate (Form 81-31) at specific construction phases.
4. FEMA Floodproofing Certificate
5. Floodplain Development Permit Fee of \$440.
6. Fee for Elevation Certificate - either \$460 or \$675.
7. Preliminary Design Assessment Deposit of \$310 - optional

For Grading Permit:

1. Zone Clearance
2. One Copy of Soils Report
3. One Copy of 11" x 17" Grading Plans (Site Plan showing excavation & stockpile locations)
4. Form DS-29: Acknowledgment Concerning the Employment of a Registered Civil Engineer and Technical Consultants (Earth Systems)
5. Form SW-1: Storm Water Pollution Control Form (Earth Systems)
6. Form DS-251 Grading Form for Ventura Countywide Storm Water Quality Urban Impact Mitigation Plan (Earth Systems)
7. Remove and Recompact Fee - \$1390
8. Soils Report Standard Review Fee - \$840

Building and Safety

For Permit Processing:

1. Zoning Clearance from Planning Dept.
2. Fire Prevention Clearance from Fire Dept.
3. Flood Hazard Review from Public Works
4. Grading Receipt from Public Works
5. Private sewage disposal system application receipt from Environmental Health
6. Stormwater Permit Requirements – Best Management Practices
7. Authorized Agent Form
8. Soils Report (2 sets)
9. Title 24 (2 sets)
10. Plot Plan (2 sets)
11. Construction Plans and Details (2 sets)
12. Structural Calculations and Details (2 sets)
13. Authorization of Agent Form

For Permit Issuance:

1. Public water supply will-serve letter
2. Private sewage disposal system design approval
3. Public Works approval of soil report/geological report/rough grading
4. Flood Hazard clearance from Public Works
5. Final Building Plans (3 sets)
6. Integrated Waste Management Division Form "B"
7. Acreage Assessment Fee
8. School District Facilities fee receipt
9. Traffic Mitigation fee
10. Final Building and Safety fees
11. Form BS23 – OSHA Safety Requirements
12. Proof of Worker's Comp. Insurance for Owner/Builder permit