

Required prior to applying for any exterior work on properties over 40 years old.

5-Day Posting Required/Submittal Requirements:

The purpose of this 5-day posting is to determine whether the existing structure is a historical resource. This process is required for all structures over 40 years old. The information below will be emailed to the Historic Preservation Committee (HPC). They are asked to reply with any comments/concerns within 5 working days. If 2 of the 5 members want to review the request, it does not "pass" the 5-day posting. This would then require submitting an application along with fees for review at a formal HPC meeting.

Email the following information to permits@cityofventura.ca.gov and indicate "Planning - 5-Day Posting Request" in the subject line:

- **Photos:** Current clear photos showing front and sides of buildings affected, and adjacent properties (abutting properties on both sides and three properties across the street). For window replacement, photos of existing window details are required.
- **Scope of Work:** Written description of work to be performed.
- **Project Plan(s):** PDFs of proposed project plans.

NOTE: Repair, replace and/or maintain with like-for like, which means matching in materials, design and function is exempt from this process.