

PERMIT APPLICATION

[Visit the City's Website for City Forms, Handouts and Fees \(click here\)](#)

Project Street Address:

SELECT ONE

Issued to **Owner/Builder** or **Licensed Contractor:**

Single Family Residence Duplex

Issued to **Licensed Contractors ONLY:**

Triplex Fourplex Condominium Townhome Non-Residential

**Additional documents
may be required based
on the scope of work.**

APPLICANT

Name:

Phone #:

Address:

Email:

OWNER

Name:

Phone #:

CONTRACTOR

Name:

Phone #:

Address:

State License:

Current City License:

EMAIL to send permit:

SEWER LINE (private property only)

Property line to house Under house Reroute-site plan required # of feet: Repair Replace Trenchless Liner

WINDOW REPLACEMENT * (same size and location only) - [If structure is over 40 years old and replacement windows are different material \(click here\)](#)

- I certify that all egress requirements will be met regarding the window replacements. I have attached a copy of a completed [Window Replacement Form \(BS 305\) \(click here\)](#)

Valuation	# of windows	# of doors:	Existing:	<input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Aluminum <input type="checkbox"/> Other:
\$			Proposed:	<input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Aluminum <input type="checkbox"/> Other:

WALL HEATER - [Heating Unit Title 24 Form provided \(click here\)](#)

New Replace

Location:

BTU:

Project Street Address:	Plan Check #:	Permit #:
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GAS LINE

<input type="checkbox"/> Remove & Replace	<input type="checkbox"/> Reroute - site plan required	<input type="checkbox"/> New - site plan required	# of feet: <input style="width: 50px;" type="text"/>
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ELECTRIC PANEL

<input type="checkbox"/> Upgrade or change out	From: <input style="width: 50px;" type="text"/> amps	To: <input style="width: 50px;" type="text"/> amps
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TEMPORARY POWER POLE - Site plan required

<input style="width: 50px;" type="text"/> amps	<input type="checkbox"/> OH	<input type="checkbox"/> UG
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MINOR REMODEL - No structural, opening of walls - New Location - Floor plan required - [Plumbing Affidavit Required \(click here\)](#)

<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	Location: <input type="checkbox"/> Kitchen	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> Other: <input style="width: 50px;" type="text"/>
SF <input style="width: 50px;" type="text"/>	# of fixtures: <input style="width: 50px;" type="text"/>	Replace: <input style="width: 50px;" type="text"/>	Valuation \$ <input style="width: 50px;" type="text"/>			

FORCED AIR UNIT * - [FAU Title 24 Form Provided \(click here\)](#) - [If in attic location \(click here\)](#)

<input type="checkbox"/> New	<input type="checkbox"/> Replace	<input type="checkbox"/> Relocated	Location: <input style="width: 100px;" type="text"/>	BTU: <input style="width: 50px;" type="text"/>
<input type="checkbox"/> Conventional Framing	<input type="checkbox"/> Truss	Ducts: <input style="width: 100px;" type="text"/>	Ducting sq. ft: <input style="width: 100px;" type="text"/>	
Provide (e) unit weight: <input style="width: 50px;" type="text"/>	(n) unit weight: <input style="width: 50px;" type="text"/>			

A/C UNIT * - [Heating Unit Title 24 Form provided \(click here\)](#)

<input type="checkbox"/> New - site plan required	<input type="checkbox"/> Replace - same location	<input type="checkbox"/> Relocated - site plan required	Tons: <input style="width: 50px;" type="text"/>	Ducting sq. ft: <input style="width: 50px;" type="text"/>
Location: <input style="width: 100px;" type="text"/>	New electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No			

WATER HEATER * - [Tankless Water Heater Title 24 Form provided \(click here\)](#) [Tank Water Heater Title 24 Form provided \(click here\)](#)

<input type="checkbox"/> New	<input type="checkbox"/> Replace	<input type="checkbox"/> Relocated	Gas line extended: <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, number of feet: <input style="width: 50px;" type="text"/>
<input type="checkbox"/> Tankless Water Heater	<input type="checkbox"/> Tank Water Heater	Size: (e) <input style="width: 50px;" type="text"/>	(n) <input style="width: 50px;" type="text"/>	Location: <input style="width: 100px;" type="text"/>

REROOF *

Valuation: \$ <input style="width: 50px;" type="text"/>	Removing: <input type="checkbox"/> 1 layer <input type="checkbox"/> 2 layers	# of squares: <input style="width: 50px;" type="text"/>
Existing: <input type="checkbox"/> Asphalt <input type="checkbox"/> Wood <input type="checkbox"/> Tile <input type="checkbox"/> New Underlayment <input type="checkbox"/> Other: <input style="width: 50px;" type="text"/>		
Proposed: <input type="checkbox"/> Asphalt <input type="checkbox"/> Wood <input type="checkbox"/> Other: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Tile weight per square: (e) <input style="width: 50px;" type="text"/>	(n) <input style="width: 50px;" type="text"/>
Does work Include Garage? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes: <input type="checkbox"/> Attached <input type="checkbox"/> Detached		

PROJECT DESCRIPTION/ADDITIONAL INFORMATION

* For Condominiums, Townhomes and Single Family Residences subject to HOA - a letter of approval is required for all exterior work i.e. window, FAU (if rooftop) and roof permits and must be provided with submittal.

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General Acknowledgements: MUST BE COMPLETED

By signing below, the following declarations are made and acknowledged below as applicable to either a licensed contractor **OR** owner of the real property referenced above:

- I certify that I have read this application and state that the above information is correct.
- I agree to comply with all City ordinances and state laws relating to building construction, and authorize representatives of this City to enter upon the above-mentioned property for inspection purposes.
- The building will not need to comply with HSC Sec. 25505, 25533, and 25534 (Hazardous Materials)
- This project is not funded by a construction-lending agency.

Owner/Builder:

- I have attached a copy of the [Owner/Builder Acknowledgement and Verification Form \(click here\)](#) and a copy of my drivers license with the form or the form is notarized.
- In the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provision of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Contractor: Check ONE box only: I hereby affirm under penalty of perjury one of the following declarations:

- (Self Insured)** I have and will maintain a certificate of consent to **self-insure** for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- (Workers Comp)** I have and will maintain **workers' compensation** insurance, as required by section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- (Exempt)** I certify that in the performance of the work for which this permit is issued, I **shall not employ any person** in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provision of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

If you are the agent for the licensed Contractor, please provide a letter of authorization on Contractor Company letterhead, naming you as an authorized agent to obtain permits on behalf of the contractor. **Must be signed.**

Signature: _____ Date: _____

Print Name: _____

- Property Owner - [Provide Owner Builder Acknowledgement City Form \(click here\)](#) AND a copy of **Driver's License****
- Property Owner Agent - [Provide Agent Authorization Form \(click here\)](#)**
- Contractor** (Provide Letter of Authorization on Contractor Company Letterhead if you are not an owner of the company.)

Contractor License #: _____

Business License #: _____ [City Business License New or Renewal \(click here\)](#)

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How to Submit Your Application

Step 1: Save this form and all applicable documents as a .pdf file to attach to your submittal.

- a. Click "File"
- b. Click "Save as..."
- c. Select Desktop or other folder on your computer
- d. Name File
- e. Change Save as type to "Adobe PDF Files (*.pdf)"

Step 2: Visit the link below to submit your application.

<https://www.cityofventura.ca.gov/1856/Submit-Your-Application>

THIS IS NOT A PERMIT TO PERFORM WORK.

A COPY OF THE PERMIT & RECEIPT WILL BE EMAILED TO THE APPLICANT.
WORK MAY COMMENCE UPON RECEIPT OF YOUR PERMIT.

The Construction Technician will contact you with invoices when it is time for you to pay.

At that time, if you elect to pay with credit card, the info will be taken over the phone. If you elect to pay with check, the check will need to be dropped off in the payment box outside City Hall or mailed to: City Hall Building and Safety 501 Poli St Attn: Room 117, Ventura, Ca, 93001.