

VIRTUAL PERMIT SERVICES COUNTER

GUIDE FOR SUBMITTAL TO THE CITY OF VENTURA

The City of Ventura Permit Services only accepts digital application submittals via our online Virtual Permit Services Counter. No hard-copy plans, documents, or thumb drive submittals will be accepted at the in-person Permit Services Counter in room 117.

HOW TO SUBMIT ELECTRONIC APPLICATIONS AND ATTACHMENTS

1. For a list of Permit Services Applications, please visit the Virtual Permit Services Counter [HERE](#) or go to: www.cityofventura.ca.gov > Services > Permit Services > Permits, Forms, and Documents
2. Download and complete the appropriate application. All applications must be signed, either with a digital or wet signature. All uploaded applications and supplemental attachments must be in PDF file format.
3. Once you have completed and signed your application and saved it as a PDF, you are ready to upload it into the Virtual Permit Services Counter [HERE](#) or go to: www.cityofventura.ca.gov > Services > Permit Services > Submit Your Application
4. Click on 'Submit Your Application' and select the application type from the drop-down menu:
 - Permit Services
 - Building Records Disclosure Report (BRDR)
 - Private Sewer Lateral (PSL) Inspection Report
5. Complete the required fields on the Virtual Intake Application. Upload your completed and signed PDF application and/or supporting documents and click SUBMIT.
6. You will receive an auto-generated email confirming receipt of your application.
7. Staff will process applications in the order they are received. Staff will review your application and supporting documents for completeness. When an application is deemed complete, you will be contacted by staff with the amount due and payment options.

Applicants that submit incomplete or missing information will receive a written notice of incompleteness detailing the necessary corrections. The applicant will be required to resubmit their corrected application via the Virtual Permit Services Counter as a 'resubmittal'.

The City of Ventura is working hard to improve our online customer service experience and will be rolling out enhanced features to our Virtual Permit Services Counter over the next 6 months.