

**PLAN SUBMITTAL  
APPLICATION**

**Building Address\*** \_\_\_\_\_ Suite \_\_\_\_\_ A.P.N. \_\_\_\_\_

Commercial Name of business: \_\_\_\_\_

Residential Check one:  Single Family  Duplex  Multi-family  **ADU**  Condo  Mobile Home

**Permit Type:**  Building  Plumbing  Electrical  Mechanical  Revision to Permit # \_\_\_\_\_

**Classification:**  New  Addition of \_\_\_\_\_sf Occupancy \_\_\_\_\_ Building Type \_\_\_\_\_

Int. Alteration  Ext. Alteration  Int/Ext. Alteration  Repair/Remodel  Demo  Code Enforcement

Total Square Feet\* \_\_\_\_\_ Valuation\* \_\_\_\_\_ **Plan Number** \_\_\_\_\_

**CHECK  BOX NEXT TO NAME OF PERSON TO CONTACT REGARDING THIS APPLICATION.**

Applicant's Name\* \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address\* \_\_\_\_\_

Email Address \_\_\_\_\_

Owner's Name\* \_\_\_\_\_ Telephone\* \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Architect/Engineer/Designer\* \_\_\_\_\_ Telephone\* \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ License No.\* \_\_\_\_\_

Contractor Name \_\_\_\_\_ Telephone\* \_\_\_\_\_

Mailing Address \_\_\_\_\_ License No.\* \_\_\_\_\_

Email Address \_\_\_\_\_ Class:\* \_\_\_\_\_

**Description of work\*:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Ventura. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

**\*Required by State Law**

This document is available in alternate formats by calling the City of Ventura Building & Safety at (805) 654-7869 or contacting the California Relay Service.

Count: Replaced, Relocated or New

|  | QTY |   | QTY |  | QTY |   | QTY |
|--|-----|---|-----|--|-----|---|-----|
| <b>ELECTRICAL</b>  |     | Solar Photovoltaic Sys KW                     |     | Busways Length (in Feet)                           |     | Solar Photovoltaic Sys PLCK enter KW here |     |
| Auto/Truck Lifts   |     | Spa Only                                      |     | Disconnect   |     | Svc of 240V 400 to 800 amp                |     |
| # of Idle Meters inspections                               |     | Temp Power Pole                               |     | Elevator Equip per hoistway/<br>shaft all voltages |     | Svc of 480V and 400-800 amp               |     |
| Misc Electrical Hours                                      |     | Temp Power Volts                              |     | Escalator Equip per unit all voltages              |     | Svc of 480V or < & 1000apm or more        |     |
| Motor size (HP120V)  |     | Temp Svc up to 200 amp & up to 240V           |     | # of generators installations (in KW)              |     | Subpanel size (AMPS)@208/240V             |     |
| Motor size (HP208/240V)                                    |     | Temp Svc over 200 amp up to 240V              |     | Hydrogen Fuel Cell System KW                       |     | Subpanel size (AMPS)@480V                 |     |
| Motor size (HP480V)  |     | Temp Svc up to 200 amp @ 480V                 |     | Kilns (Electric) KW                                |     | Enter kilowatts of system                 |     |
| Outlets, switches, fixtures,<br>(per 1000 sf any occ.)     |     | Temp Svc over 200 amp @ 480V                  |     | Fuel Disp wiring/seal/signal (each)                |     | Walk-in Cooler/Freezer all voltages       |     |
| Total # of outlets, switches,<br>fixtures (not sq.footage) |     | Temp Svc up to 30 amp all voltages            |     | Lighting Control Sys Panel                         |     | Enter kilowatts of system                 |     |
| Svc of 240V 100 to 200 amp                                 |     | Temp Svc 30 to 50 amp all voltages            |     | Motor Controller                                   |     | Enter # of transformers up to 25KVA       |     |
| Svc of 240V over 1000 amp                                  |     | Welder Receptacle over 50<br>amp all voltages |     | Paint Spray Booth Elect/Mech                       |     | Enter # of transformers up to 75KVA       |     |
| Svc of 480 V and 200 amp<br>or less                        |     |   |     | Parking area light standard                        |     | Enter # of transformers up to 300KVA      |     |
|  |     |   |     | Swimming Pool including Spa                        |     | Enter # of transformers > 300KVA          |     |
|  |     |   |     | Powder Coating booths Elect./Mech                  |     |   |     |

|   | QTY |                        | QTY |                               | QTY |                                  | QTY |
|---|-----|------------------------|-----|-------------------------------|-----|----------------------------------|-----|
| <b>MECHANICAL</b>                                     |     | Environmental Air Vent |     | Com Air Exchanger             |     | Fire Damper                      |     |
| Cooling & or heating units <6tons                     |     | Heater<101K BTU        |     | Air Handling units = <10K CFM |     | Incinerator                      |     |
| Cooling & or heating units 6 to 15 tons               |     | Heater101-500K BTU     |     | Air Handling units >10K CFM   |     | Fireplace (Pre-Fabricated)       |     |
| Cooling & or heating units 16 to 30tons               |     | Heater501-1M BTU       |     | Boiler                        |     | Refrigerator/Compressor<4HP      |     |
| Cooling & or heating units 31to 50tons                |     | Heater>1M BTU          |     | Com Chiller Unit              |     | Refrigerator/Compressor 4-15HP   |     |
| Cooling & or heating units >50tons                    |     | Misc Mech              |     | Com Cooling Tower             |     | Refrigerator/Compressor 16-30HP  |     |
| Non Residential Area served by air ducts (per 1000sf) |     | Swamp Cooler           |     | Com Hood Sys Type 1 or 2      |     | Refrigerator/Compressor 31-50HP  |     |
|   |     |                        |     | Com Oven Elect BTUH           |     | Refrigerator/Compressor >50HP    |     |
|   |     |                        |     | Com Oven Gas BTUH             |     | Variable Air Volume Control Unit |     |
|   |     |                        |     | Decorative Appliance          |     |                                  |     |

|                                  | QTY |  | QTY |                                  | QTY |  | QTY |
|----------------------------------|-----|--|-----|----------------------------------|-----|--|-----|
| <b>PLUMBING</b>                  |     | Medical Gas Piping                           |     | Com Dishwasher                   |     | Swimming Pool Piping                           |     |
| Backflow devices < 2" diameter   |     | Misc Plumbing                                |     | Com Sink                         |     | Com Prep Sink                                  |     |
| Backflow devices > 2" or greater |     | Count of Replaced Fixtures (not new)         |     | Com Dishwasher                   |     | Rainwater Sys - Residential                    |     |
| Bathtub                          |     | Res Kitch Sink/Disposal                      |     | Grease Trap                      |     | Roof Drain System                              |     |
| Bidet                            |     | Res Washer                                   |     | In-Ground Pool/Spa Piping        |     | Private Sewage Disposal (Septic/ Gray Water)   |     |
| Bld Drain/Sewer                  |     | Shower/pan                                   |     | Grease Interceptor – Gravity     |     | Solar Water Heater                             |     |
| Dishwasher                       |     | Toilet                                       |     | Grease Interceptor Hydro-Mech    |     | Spa Piping (not including pool)                |     |
| Floor Sink or Drain              |     | Urinal                                       |     | Medical Vacuum Piping            |     | Storm Drain Fixture                            |     |
| Gas Piping System (outlets)      |     | Water Heater (new, replacement, reset)       |     | Pneumatic System – Fire Code     |     | Storm Drain –Non Residential (per lineal foot) |     |
| Hose Bib                         |     | Water Piping (repair-repipe-shell)           |     | Pneumatic System – Plumbing Code |     |  |     |
| Irrigation System                |     | Private water service line (per lineal foot) |     |                                  |     |  |     |
| Laundry Sink                     |     | Water Softener                               |     |                                  |     |  |     |
| Lavatory                         |     |  |     |                                  |     |  |     |

|                         |               |           |
|-------------------------|---------------|-----------|
| Project Street Address: | Plan Check #: | Permit #: |
|-------------------------|---------------|-----------|

**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 \(click here\)](#)

|                         |               |           |
|-------------------------|---------------|-----------|
| Project Street Address: | Plan Check #: | Permit #: |
|-------------------------|---------------|-----------|

## 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.