

**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

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

MECHANICAL	QTY		QTY		QTY		QTY
Cooling & or heating units < 6 tons		Environmental Air Vent		COM Air Exchanger		Fire Damper	
Cooling & or heating units 6 to 15 tons		Heater < 101K BTU		Air Handling units = < 10K CFM		Incinerator	
Cooling & or heating units 16 to 30 tons		Heater 101-500K BTU		Air Handling units > 10K CFM		Fireplace (Pre-Fabricated)	
Cooling & or heating units 31 to 50 tons		Heater 501-1M BTU		Boiler		Refrigerator/Compressor < 4HP	
Cooling & or heating units > 50 tons		Heater > 1M BTU		COM Chiller Unit		Refrigerator/Compressor 4-15HP	
Non Residential Area served by air ducts (per 1000sf)		Misc Mech		COM Cooling Tower		Refrigerator/Compressor 16-30HP	
		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			

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

Project Street Address:	Plan Check #:	Permit #:
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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 \(click here\)](#)

Project Street Address:	Plan Check #:	Permit #:
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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.