

**INTERIOR DEMOLITION
PERMIT REQUIREMENTS**

*** NOTE: A PRE-DEMOLITION INSPECTION SHALL BE REQUIRED PRIOR TO THE START OF WORK.**

General Requirements:

- The minimum paper size is 18" x 24"
- Provide three (3) sets of plans with numbered pages and a sheet index
- Plans prepared by a licensed professional must be stamped and wet signed at time of submittal
- Permits for work associated with commercial or multi-family buildings may only be issued to an appropriately licensed contractor

Information Required on Plans:

The first page of the plans must contain the following:

- Name, address and phone number of owner, engineer and architect or designer.
- Address and parcel number of proposed demolition
- A complete scope of work

The following statements shall be noted on the plans:

- "Interior Demolition Only – No Exterior Work – No Additional Work"
- "The issuance of a demolition permit does not authorize or approve any future use or occupancy of any commercial space"
- "Fire Sprinkler System Required if the total area of the ceiling covering removed or exposed exceeds 75% or greater of the total floor area of the building/structure"
- "Qualified persons shall identify and secure in place all systems that are still being used (electrical, plumbing, mechanical, fire sprinklers, fire alarms, etc.)". Include this note on plans.

The floor plan must contain the following:

- Existing bearing and non-bearing walls, doors, partitions, counters, fixtures, etc....
- Label the existing use for all rooms and areas
- Electrical outlets, switches and fixtures to be removed
- Areas of demolition must be clearly shown
- Identify any fire-resistive construction such as area separation walls, occupancy separation walls and fire-rated floor/ceiling assemblies

Information Required on Permit Application:

- Owners, tenants and applicants name, address and phone number
- Complete description of demolition work to take place including the statement "Interior Demolition Only – No Exterior Work – No Additional Work"
- Signature of owner or applicant

NOTE: Contact the Ventura County Air Pollution Control District at 805-645-1400 for their requirements.

Hours: Monday, Tuesday, Wednesday, and Friday: 7:30 am-5 pm
Thursdays: 9 am-5 pm
Closed Alternate Fridays

Note: No Financial Transactions after 4:30 pm

Location: Ventura City Hall, 501 Poli Street, Room 117
Mailing Address: P.O. Box 99, Ventura CA 93002-0099
Phone: 805-654-7869

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.