

**DEMOLITION  
PERMIT PROCEDURE**

In the City of San Buenaventura a permit must be obtained before demolishing any building or structure. Before a permit can be issued there are certain items that must be taken care of:

1. The following must be included: a permit application, 3 copies of a site plan that clearly identifies all structures to be demolished, building square footage and the building use.

**NOTE:** Historic Landmarks require a 180 days waiting period prior to demolition.

2. All gas, electric, and water meters must be removed from the building, structure, or property by the appropriate agencies, except for services provided, or required, for use in connection with the work or demolition. The utility companies must sign the attached **Demolition Clearance Form**.
3. Safeguards must be provided to protect public pedestrians as specified in Chapter 33 of the C.B.C.
4. **ASBESTOS:** Applicants must apply for a permit from Ventura County APCD, 669 County Square Dr., Ventura for all buildings to insure that if asbestos is present it is properly remove and disposed of. **A copy of each Asbestos Notification, required to be submitted to the County, must also be provide for our records.** (Last sentence added January 1991 for compliance with AB 2791). **APCD must sign the attached Demolition Clearance Form.**
5. **Demolition Clearance Form** must be completed and returned.

**Once the permit has been issued and in order to obtain the final sign off from the Inspector you must:**

1. Sewers, cesspools, or septic tanks that are to be abandoned or capped, need to be filled or capped in the manner specified in the current California Plumbing Code. An inspection is required when this work is performed.
2. Remove all building debris, trash, junk, vegetation, dead organic material, rodent harborage, combustible material or any other material that constitutes a threat to public health within 30 days after the demolition is completed.

**NOTE:**

The City Fire Department appreciates the opportunity to use any building scheduled for demolition for conducting firefighter training exercises. The fire department has requested that applicants contact the Fire Department's Training Officer 805-339-4300 to discuss the possible use of the building for training purposes.

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**HOURS:** Monday, Tuesday, Wednesday and Friday: 7:30 am to 5:00 pm  
Thursday: 9:00 am to 5:00 pm  
Closed Alternate Fridays  
NOTE: No Financial Transactions after 4:30 pm

**LOCATION:** Ventura City Hall, 501 Poli Street, Room 117

**PHONE:** 805-654-7869

**MAILING ADDRESS:** 501 Poli Street, Room 117, Ventura, CA 93002

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**DEMOLITION  
CLEARANCE FORM**

**Structure Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of applicant (owner, contractor, etc.) to contact regarding this project:**

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

Prior to issuance of a demolition permit for a structure(s) it will be necessary to obtain Planning Division approval and to contact the agencies listed below and advise them of the project. The signature of an authorized representative will serve as acknowledgement of the pending work to occur and that all disconnects will be complete prior to demolition.

\*\*\*\*\* THIS FORM IS NOT A PERMIT \*\*\*\*\*

**A PERMIT MUST BE OBTAINED BEFORE COMMENCEMENT OF WORK.**

This completed form and 3 copies of a site plan that clearly identify the building(s) and square footage(s) to be demolished must be returned to the Building and Safety Division at 501 Poli Street, Room 117, Ventura, CA 93002 • 805-654-7869.

<b>Ventura County Air Pollution Control District:</b> 4567 Telephone Road - 2nd Floor Ventura, Ca 93003 805-303-4005	SIGNATURE	DATE
<b>Southern California Gas Company:</b> 1650 Mountain View Ave Oxnard, Ca 93030 818-700-3652	SIGNATURE	DATE
<b>Note:</b> You must call 1-800-427-2200 to start the process. This must be done prior to going into the Gas Company office to get their signature.		
<b>Southern California Edison - Planning:</b> 10060 Telegraph Road Ventura, Ca 93004 805-654-7444	SIGNATURE	DATE
<b>City of Ventura - Water Department - Utility Billing:</b> 336 Sanjon Road Ventura, Ca 93002 805-667-6500	SIGNATURE	DATE
<b>City of Ventura - Environmental Services:</b> 336 Sanjon Road Ventura, Ca 93002 805-652-4582	SIGNATURE	DATE