

FREQUENTLY ASKED QUESTIONS

Q: Where do I go if I have questions about the Notice and Order I received?

A: Call the neighborhood preservation inspector listed on your Notice and Order with any questions. You may set up an appointment to come in person or visit Ventura City Hall at 501 Poli St., Ventura, CA. 93001, room 117. As with any notice issued, you have the right to an appeal of the findings in the notice. See your notice for details.

Q: What is the timeline for resolving my Notice and Order?

A: Read your Notice in Order carefully. Your timeframes are listed in your notice. Standard timeframes when obtaining a permit BEFORE construction has started do not apply.

Q: How do I avoid penalties?

A: Please keep in contact with your inspector, especially if circumstances may prevent you from meeting the abatement timeframe listed. Our goal is compliance without resorting to the issuance of fines.

Q: What can I expect after receiving a Notice and Order?

A: You can expect friendly and solution-oriented assistance from the city's neighborhood preservation and building inspection staff who will help you through the permitting process.

Building and construction permits keep our community safe & healthy.



Neighborhood Preservation serves our community with compassion to promote safe and clean neighborhoods, preserve property values, support economic vitality through education and compliance. Ventura is where we live, work, and play!

The City of Ventura Neighborhood Preservation Section is available to assist you in understanding the various codes and obtaining compliance. Contact us at 805/658.4711.

There are many ways to get involved to enhance the quality of life in our community. Participate in your Community Council – attend public meetings to connect with neighbors, volunteer, raise issues, and make a difference in your neighborhood!

Find Your Neighborhood Community Council

www.cityofventura.net/involved/communitycouncils

Volunteer Ventura!

www.cityofventura.net/volunteer

CITY OF
VENTURA
NEIGHBORHOOD PRESERVATION
www.cityofventura.net/np

CITY OF
VENTURA
www.cityofventura.net
Building & Safety Division
P.O. Box 99, Ventura, CA, 93002

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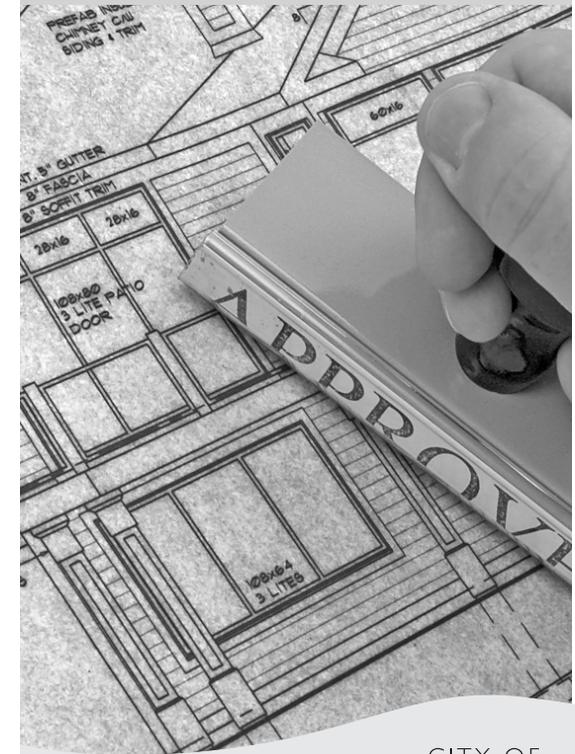
INFORMATION & RULES ABOUT

OBTAINING PERMITS

IN THE CITY OF VENTURA

Steps to legalize your unpermitted work:

- Commercial
- Residential



CITY OF
VENTURA
NEIGHBORHOOD PRESERVATION
www.cityofventura.net/np

501 Poli St., Room 117, Ventura • 805/658.4711

Please read your Notice and Order CAREFULLY! Review the remedy portion in detail and feel free to call the neighborhood preservation inspector listed with any questions. Our neighborhood preservation inspectors are solution-oriented and will assist you in the process of legalizing your commercial and residential work.

CONTACT OUR NEIGHBORHOOD PRESERVATION OFFICE FOR HELP WITH YOUR:

- Housing Addition
- New Roof
- Secondary Dwelling Unit
- Water Heater
- Etc.



Generally, over the counter (expedited review) permits are issued for non-structural alterations such as electrical, plumbing or mechanical and require no review by our plan check staff. A permit fee is required at the time of application submittal. Once the permit is issued, it is your responsibility to request an inspection by our building inspection staff. The inspection phone number is located on your permit.

If you are receiving a notice that requires construction plan submittal for completed construction, it will be necessary to submit "as-built" plans. As-built drawings record the locations, sizes, and nature of concealed items such as structural elements, accessories, equipment, devices, plumbing lines, valves, mechanical equipment, and the like. Your building inspector may require certain areas be opened to confirm compliance with construction standards. Submittal requirements vary for commercial projects and residential projects. All permit applications for commercial buildings and multi-family projects must be submitted by a licensed contractor. Submittal requirements for both residential and commercial projects are outlined in a convenient handout, available at our building and

safety counter, and on the city's website at www.cityofventura.net under "Building & Safety, Forms & Documents."

You will be asked to pay a deposit at the time of your plan submittal. Once the plans have been approved, our Building & Safety staff will notify you when your plans are ready for pick up. Your approved plans will allow you to obtain your permit. Once the permit is issued, it is your responsibility to request an inspection by our building inspection staff.

Contact your Neighborhood Preservation Inspector with any questions.



DID YOU KNOW?

Standards for permitted construction are for the safety, health and well being of the occupants.

Q: What if I don't comply with the Notice and Order?

A: Our main objective is to obtain voluntary compliance with all of Ventura's municipal codes. You can expect to receive administrative fines and/or additional action if you choose not to correct the violation.

Q: Why does the City of Ventura have rules about building permits?

A: The City's Municipal, Zoning, and Building codes ensure the health and safety of our community. Neighborhood Preservation assists the community in obtaining compliance with the regulations set forth by the Ventura City Council. For all work requiring permits, applications are available at City Hall, room 117 or can be downloaded online at: www.cityofventura.net under "Building & Safety, Forms & Documents."



FOR MORE INFORMATION

- California Building Code www.bsc.ca.gov/pubs/codeson.aspx
- City of Ventura Building & Safety Division www.cityofventura.net/cd/buildsafe
- City of Ventura Building & Safety Forms & Documents www.cityofventura.net
- City of Ventura Municipal Code www.cityofventura.net/cm/municipal-code

