

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 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:

- "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"

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: 7:30a.m. – 5:00p.m.
Thursdays: 9:00a.m. – 5:00p.m.
Closed Alternate Fridays
Note: No Financial Transactions after 4:30p.m.

Location: Ventura City Hall, 501 Poli Street, Room 117
Mailing Address: P.O. Box 99, Ventura CA 93002-0099
Phone: (805) 677-3941