



## Public Information

County of Ventura • Resource Management Agency • Planning Division  
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

# General Guidelines for Building a Single-Family Dwelling in Ventura County

## The PERMITS & APPROVALS Needed to Build a Single-Family House in the Unincorporated Area of the County of Ventura

### You will ALWAYS need:

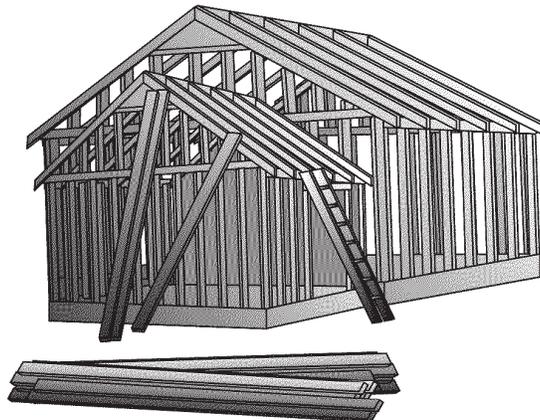
1. A **Zoning Clearance** from the County Planning Division. You will need to know your Assessor's Parcel Number so that we can locate your property. This number is on your tax bill or can be obtained from the County Assessor's Office at 805/654-2181.
2. Either a **Will-Serve Letter** from the local sanitary district **OR Approval and a Permit for a Private Sewage Disposal System Design** by the County Environmental Health Division.
3. Either a **Will-Serve Letter** from the local water purveyor **OR Approval of the Use of a Private Water Well** by the County Environmental Health Division.
4. A **Fire Protection Certificate**, approved by the County Fire Prevention Bureau. The necessary form can be obtained from the Division of Building and Safety or the Fire Prevention Office.
5. A **Building Permit** from the County Building and Safety Division.

### You will USUALLY need:

6. A **Soil Report**, when required by the Building and Safety Division.
7. A **Grading Permit** from the County Public Works Agency, if the amount of grading (earth moving) will exceed 50 cubic yards or exceed a 3 foot cut or fill. A **Soil & Geological Report** may be required by the Public Works Agency.
8. **Payment of School Facilities Fee** to the local school district whenever said district has such requirements (see the Building and Safety Division for details).

### You MAY need:

9. **Approval of Plans** by the County Flood Control District for sites subject to flooding.
10. A **Planned Development Permit** from the County Planning Division for sites in most beach areas and in the Santa Monica Mountains (see the Planning Division for exceptions).
11. A **Conditional Use Permit** from the Planning Division for grading exceeding 50 cubic yards, if the site is within the Scenic Resource Protection (SRP) Overlay Zone. In addition, a **Tree Permit** is required prior to the relocation, removal or destruction of any protected tree in the SRP Overlay Zone.
12. An **Ojai Clean Air Ordinance Residential Permit**. If the subject property is within the boundaries of the Ojai Clean Air Ordinance, you will need to be placed on the Waiting List (see the Planning Division for details).



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## What Might PREVENT Me From Building my Single-Family House?

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### Conditions Requiring Denial of a Zoning Clearance:

◆ **Not a Permitted Use**

If a dwelling is not permitted in either the zone or the general plan designation on the property.

◆ **Exceeds Maximum Building Coverage**

If the square footage of the buildings on the lot exceeds percentage of lot coverage allowed.

◆ **Too Many Existing Dwellings**

If the permitted number of dwellings on the property already exists or already is exceeded.

◆ **Illegal Lot**

If the lot on which you intend to build was created illegally.

◆ **Merger**

If the lot on which you intend to build has merged with a neighboring lot which is already developed with a residence.

◆ **Moratorium**

If the site is within an area under a construction moratorium. (Such moratoriums are generally based on either inadequate supply of water or inadequate sewage disposal facilities.)

◆ **Existing Violation**

If the site is on a property where a violation of the zoning or subdivision ordinance exists.

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### Conditions Requiring Denial of a Building Permit:

◆ **Sewage**

If adequate disposal of sewage cannot be demonstrated.

◆ **Water**

If a suitable domestic supply of water cannot be demonstrated.

◆ **Fire Flow**

If adequate fire fighting water pressure cannot be demonstrated.

◆ **Access**

If adequate access to the property cannot be demonstrated. If the lot has no direct access to a public street, the owner must provide evidence of an easement providing such access before a Building Permit can be issued.

◆ **Flood Hazard**

If the property is subject to severe flooding.

◆ **Geological Hazard**

If the property is subject to landslide, unstable soil or other adverse

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## Where Can I Go For More Information?

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### Zoning Clearance Information

Contact the Planning Division Public Counter at the Ventura County Government Center at 805/654-2488.

The Planning Counter is open Monday through Friday from 7:30AM to 4:30PM. Please call 805/654-2488 to confirm current hours.

Please visit our website at [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning).

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### Building Permit Information

Contact the West County Building and Safety office at the Ventura County Government Center at 805/654-2771 or the East County office at 805/582-8064.

The Building and Safety Public Counter is open Monday through Friday from 7:30AM to 4:30PM. Please call 805/654-2771 to confirm current hours.

We recommend that you pick up a free copy of the information sheet, "Permit Processing Guide."

For detailed requirements, visit our website at [www.vcrma.org/permit-process](http://www.vcrma.org/permit-process)

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The above information was accurate at the time of printing, but is subject to change.