



Ventura County Building and Safety Division Instructions and Guide Sheet for Annual Maintenance Permits

This Guide Sheet provides information for obtaining an Annual Maintenance Permit for routine repairs and maintenance of existing buildings and structures on non-residential and multi-residential sites.

This sheet also provides guidance on how to track and register maintenance work on the site, which is required to be inspected by Building and Safety.

General Information:

Annual Maintenance Permits (AMP's) can be useful for tracking inspections for small maintenance projects in larger non-residential or multi-residential buildings or sites, in lieu of obtaining separate building permits for each small maintenance project.

Certain repairs and maintenance work is regulated by the State Building Standards Code and must be inspected by Ventura County Building Inspection staff. An Annual Maintenance Permit provides a fast and easy process to have this work inspected throughout the year for all small maintenance projects. A single AMP is needed per sites containing multiple buildings, as long as the buildings have common ownership and located on the same parcel. There is no need to pull additional building permits for this maintenance work if the site has a valid AMP. Section 105.1.1 of the Ventura County Building Code (VCBC) allows for the issuance of AMP's.

Work that is covered by an AMP includes routine maintenance projects such as water heater replacements, furnace replacements, window replacements, wall repairs, small repairs to roofing, replacement of doors and windows, replacement of lights, switches, and outlets, handrail and guardrail repairs, repairs to steps and stairways, and other small repairs and maintenance projects associated with safety or other work regulated by the State. Some structural repairs or more substantial repairs or maintenance may not be covered under an AMP and must have a separate Building Permit. New improvements or installations are not covered by an AMP. For more specific guidance on your particular small repair project contact us at 805-654-2771.

Obtaining an Annual Maintenance Permit:

To obtain an AMP, please submit a permit application to Building and Safety. This can be done in person at the Building and Safety public counter at the Ventura Office. For buildings and sites located in the East County area, you can visit the Simi Valley office.

A site plan is required for obtaining an AMP. The plan must show the location of all buildings and structures proposed to be included in the AMP. The approximate size and use of the buildings and structures must be clearly identified, with the corresponding addresses, reference points,

main entrance locations, etc. Please also show the business or building complex name, the property owner's name, and the name and contact information for the owner or owner's rep.

The name and contact information for the designated responsible party for maintenance of the complex is also required for the permit.

Permit fees for an AMP are based on the number of buildings covered by the AMP. The 2021-22 County Fee Schedule requires a fee of \$239.36 for the first building, plus \$72.38 for each additional building. Please contact our office for a fee estimate if needed.

Instructions for tracking and receiving inspections for regulated work:

AMP holders must track all regulated maintenance projects and request an inspection for the work at a convenient but appropriate time. All work must be inspected by the County Building Inspector while the work is exposed and accessible for inspection. Work must not be covered prior to inspection.

Maintenance Tracking...

All regulated repairs and maintenance projects must be tracked and listed on a form furnished by B&S (Maintenance Tracking Sheet). This form is transmitted to the permittee at the time of permit issuance and is good for the life of the permit, which is valid for 360 days from the permit issuance date. The Maintenance Tracking Sheet must be made available to the County Building Inspector upon request at the building site. Tracking of maintenance work is required by the VCBC. Failure to track such work may lead to revocation of the AMP.

Inspection Requests...

Repairs and maintenance projects are required to be inspected, by law. The permit holder must call the B&S office to request an inspection for such work when the work is ready to be inspected, but before it is covered. Inspection requests should be made one or two working days in advance. Requests can be made by calling 805-654-2791 for West County building sites, or 805-582-8063 for East County sites. Please have the address and AMP number when requesting the inspection. Failure to request an inspection when inspection is required, may lead to revocation of the AMP.

Inspection fees...

Inspection fees will be billed to the permit holder after the inspection has been completed. AMP inspection fees are currently \$132.63 per inspection. (2021-2022 VC Fee Schedule) Fees may be paid using the County's Citizen Access portal at <https://vcca.ventura.org/>. You may also pay inspection fees in person at the B&S public counter.