



## Homeowner's ADU Checklist

### County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • <https://rma.venturacounty.gov/divisions/planning/>

### Potential items required for plan review for an ADU/JADU Building Permit

The *County of Ventura Building and Safety Division* will provide a customized list of requirements for your ADU/JADU project, following application submittal. This list provides a sample of possible requirements to help clarify the permitting process. Please contact the respective agency if you have specific questions.

### Required Clearances

#### Planning Division

- ☐ **County of Ventura Planning Division Review** – Obtain planning approval:

Planning Division | (805) 654-2488 | [Plan.counter@venturacounty.gov](mailto:Plan.counter@venturacounty.gov)

*NOTE: See ADU Guidebook Permit Flowchart for more information on what planning approval your project needs.*

#### Public Works Agency (PWA)

- ☐ **Public Water Will-Serve Letter** – If a new water meter is installed, obtain a will-serve letter from your water provider and submit for review and approval to:

Ventura County Public Works Agency | (805) 654-3027 | [Pwa\\_Idservices@venturacounty.gov](mailto:Pwa_Idservices@venturacounty.gov)

*NOTE: If you are not on Public Water, obtain your Private Water Certification from:*

County of Ventura Environmental Health Division | (805) 654-2813 | [ehdmessages@venturacounty.gov](mailto:ehdmessages@venturacounty.gov)

- ☐ **Public Sewer Will-Serve Letter** – Obtain a letter from your sewer provider and upload to Citizen Access.

*NOTE: If you are not on Public Sewer, obtain your Private Septic Certification from:*

County of Ventura Environmental Health Division | (805) 654-2813 | [ehdmessages@venturacounty.gov](mailto:ehdmessages@venturacounty.gov)

- ☐ **Geotechnical Report and Grading Permit** – Depending on the size of the project, if there is foundation work, and if grading is required. Obtain approval from:

Ventura County Public Works Agency | (805) 654-2030 | [Pwa\\_Idservices@venturacounty.gov](mailto:Pwa_Idservices@venturacounty.gov)

*NOTE: Project may qualify for a geotechnical report waiver. Consult with Building and Safety.*

- ☐ **Integrated Waste Management Division** – Communicate recycling plans for any extra building materials and construction waste to:

Ventura County Public Works Agency Recycling | (805) 658-4321 | [PWA.IWMD-CD@venturacounty.gov](mailto:PWA.IWMD-CD@venturacounty.gov)

- ☐ **Flood Hazard Review** – Review Flood Zone and hazards for your property with:

Ventura County Public Works Agency | (805) 654-2030 | [Pwa\\_Idservices@venturacounty.gov](mailto:Pwa_Idservices@venturacounty.gov)

#### Other Agency Clearances

- ☐ **Ventura County Fire Protection District Clearance** – Submit a Fire Permit Application (Form 610) to:

County of Ventura Fire Department | (805) 389-9738 | [fireprevention@ventura.county.gov](mailto:fireprevention@ventura.county.gov)

- ☐ **Ventura County Air Pollution Control District Clearance (APCD)** – Request a clearance for new construction from:

County of Ventura Air Pollution Control District (APCD) | (805) 303-3700 | [notifications@vcapcd.org](mailto:notifications@vcapcd.org)

## Required Documents

### Plan Review Documents

- ☐ **Early Plan Review Agreement (EPRA)** – Upload Early Plan Review Agreement to Citizen Access.
- ☐ **Complete Construction Plans** – Upload a full set of construction plans to Citizen Access.
- ☐ **Site Plan** - Upload a site plan to Citizen Access.
- ☐ **Structural Calculations** – Upload structural calculations to Citizen Access.
- ☐ **Energy Efficiency** – Include in the plan set Title 24 Mandatory Measures Summary documents and energy forms.
- ☐ **Green Building Mandatory Measures** – Include in the plan set the CALgreen Checklist.
- ☐ **Stormwater Form** - Upload the SW Form to Citizen Access in the plan set. (SW Form is Available at: <https://onestoppermits.venturacounty.gov/departments/stormwater-program>)
- ☐ **Model Water Efficient Landscape Ordinance (MWELO)** – Upload the MWELO application to Citizen Access.  
*NOTE: Only required for new construction with over 500 sf of landscaping.*
- ☐ **Geotechnical Waiver** – Upload filled Geotechnical Report Waiver for any foundation work to Citizen Access.  
*NOTE: Only required if your project qualifies for a geotechnical report waiver.*
- ☐ **Manufactured Home Plans** – Upload plans stamped by California Department of Housing & Community Development, installation manual, and the foundation plan to Citizen Access.  
*NOTE: Only required for Factory Built ADUs.*

## Required Fees

- ☐ **Acreage Assessment Fee** – Pay the required fee to:  
Ventura County Public Works Agency | (805) 654-2030 | [Pwa\\_Ideaservices@venturacounty.gov](mailto:Pwa_Ideaservices@venturacounty.gov)  
*NOTE: Applicability of fee may vary depending on your project.*
- ☐ **Capital Improvement Charge & Sewer Connection Fee** – Pay the required fee to:  
Ventura County Public Works Agency | (805) 378-3000 | [WSDevelop@venturacounty.gov](mailto:WSDevelop@venturacounty.gov)  
*NOTE: Applicability of fee may vary depending on your project.*
- ☐ **School Fee** – Pay the required fee to the appropriate school district once the project is approved. The form will be provided by the Building and Safety Division.
- ☐ **Permitting and Plan Check fees** – Pay required fees to relevant permitting agencies throughout the process (Building and Safety, Planning, etc.).