



Standard Plans for Accessory Housing Checklist for using a Standardized Plan

Conduct Initial Review...

Step 1: Verify the lot status and if the zoning for the property allows this type of building.

Contact or visit the County's Planning Division to check zoning consistency and legal lot status. Each Zone has development standards requiring appropriate building setbacks, lot coverage, etc. that must be met.

Step 2: Verify that the property is not subject to adverse geotechnical conditions and meets slope setback requirements. Contact or visit the Building & Safety Division. In some cases, you may then be referred to the Public Works Agency.

Step 3: Verify that the property will have adequate water supply. For properties served by a private water well located on the property, obtain clearances from County's Watershed Division and the Environmental Health Division. For properties connected to a public water system, obtain a "Water Will Serve" letter or clearance from your local water purveyor.

Step 4. Verify that the property will have adequate sewage disposal. If the property is served by an on-site waste treatment system (septic system), contact or visit the County's Environmental Health Division. If the property is served by a public sewer entity, obtain a "Sewer Will Serve" letter or clearance from the serving sewer district.

Step 4. Verify if the building must have a fire sprinkler system and if fire access and water flow are adequate on the site. Contact the Ventura County Fire Protection District to obtain specific requirements and/or restrictions.

Obtain Final Clearances...Obtain the following permits/clearances and pay associated fees:

- **Planning** – (Zone Clearance) Planning approval in the form of a Zone Clearance will specify the maximum building height and minimum setback requirements from property lines and adjacent structures. If necessary, additional clearances will be required regarding protected trees, etc.
- **Environmental Health** (Septic System approval) – Environmental Health staff will review the existing or proposed septic system design for the proposed use. Once approved, the review will be followed by a permit to construct a new septic system or a full certification of the existing septic system.
- **Environmental Health** (Well Water quality approval) – Environmental Health staff will review provided information about water quality results, pump and recovery testing and site plans related to water wells. Generally, this process will require a site inspection and once approved, certification for water quality.
- **Public Works** (Water Well quantity approval) The Public Works Agency will review information available and provided to determine if there is an adequate quantity of well water available to support the proposed structure.

- **Fire Department** – (Fire Flow, Fire Sprinklers and Requirements for construction) The Fire Department will review submitted documents regarding adequate fire flow requirements, determine whether or not residential fire sprinklers will be required, and if there are any additional requirements necessary specific to the location of the property such as fire severity zones, etc.. Once approved, requirements for construction will be issued by the fire department.

Obtain Building Permit...Submit the following items to the Building & Safety Division. These will be reviewed and verified by Building and Safety staff:

- A completed building permit application
- Verification of all final clearances listed above
- Approval of a site plan showing the proposed location of the accessory dwelling.
- Payment of building permit fees
- Verification of compliance with Fire Zone, Flood Zone, and geotechnical requirements
- Verification of prefab truss design, if applicable

Building and Safety staff will review the proposed accessory/farmworker dwelling to assure site conditions have been adequately addressed. Specific instructions on departmental clearances and other required information will be provided to the customer.

Upon obtaining final clearances and payment of all remaining permit fees, the customer will be issued complete construction plans and a building combination permit. Construction of the accessory dwelling may then commence.