



**Making an Appointment With
Onsite Wastewater Treatment Systems (OWTS) Staff Specialists**

Making an Appointment with OWTS Staff:

The Ventura County Environmental Health Division (Division) has staff specialists trained to review and inspect OWTS (OWTS Staff). OWTS Staff review new OWTS design proposals, inspect both new OWTS construction and repairs of existing systems, and certify existing OWTS. Appointment times are set by OWTS Staff and will generally be Monday – Friday between 8:00am to 9:00am, or, 3:30pm to 5:00pm. Your project is assigned to OWTS Staff based on the area.

Please see the information below to contact the OWTS Staff assigned to your project area:

OWTS Staff	Contact Information	Inspection Area
Ernest Dragan	Office Phone: (805) 662 - 6520	Casitas Springs, El Rio, Fillmore, Frazier Park, La Conchita, Lockwood Valley, Malibu, Ojai, Oxnard, Piru, Saticoy, Santa Paula, Ventura
	Email Address: Ernest.Dragan@ventura.org	
Elizabeth Miller	Office Phone: (805) 654 - 2802	Bell Canyon, Camarillo, Chatsworth, Hidden Valley, Moorpark, Newbury Park, Santa Rosa Valley, Santa Susana, Simi Valley, Somis, Thousand Oaks, Westlake Village
	Email Address: Elizabeth.Miller@ventura.org	

Submitting an OWTS Application at the Public Counter:

The Counter Technicians at the Division’s Public Counter are available to process your permit applications Monday – Friday, 8am to 5pm. However, OWTS Staff may not be available to answer technical questions at the Public Counter if you have not scheduled an appointment.

The Counter Technicians can receive and process your OWTS application and provide you with contact information for the OWTS Staff assigned to your project area. This way you can discuss your project via telephone and/or email, or, make an appointment to meet with OWTS Staff in-person.

General Design Questions About OWTS:

Many general questions about OWTS design and submittal can be answered by reviewing the Division's OWTS Technical Manual, as well as the California Plumbing Code and Ventura County Building Code amendments. The Division has provided links to these and other resources on our website: <https://vcrma.org/onsite-wastewater-treatment-systems>

OWTS Staff is available to answer general questions by phone or email. The Counter Technicians at the Division's Public Counter can assist you with questions regarding application and plan submittal, as well as help direct you to these on-line resources for general design questions.

Specific Design Questions About Your OWTS Project:

Often times a property owner, engineer, or contractor has design questions about their OWTS project. OWTS Staff are available to answer questions about your project by phone, email, and in-person. OWTS Staff conduct field inspections daily, so the best way to ensure you will have sufficient time to discuss your questions and concerns in person is to make an appointment with OWTS Staff. And the best way to ensure a productive meeting is to provide information to OWTS Staff prior to your scheduled appointment.

Meetings with OWTS Staff are to provide information to applicants and assist applicants through the OWTS permitting process. OWTS Staff do not approve designs nor issue permits "over-the-counter", as all submittals require time to research and review for compliance with code.

Unscheduled Meetings with OWTS Staff:

If you come to the Division's Public Counter without an appointment, OWTS Staff may not be available to assist you with technical questions. The Counter Technicians can receive and process your application, provide you with the contact information of the OWTS Staff in the project area, and direct you to resources. Making an appointment and providing information to OWTS Staff before the scheduled appointment will help facilitate a helpful, relevant, and productive meeting.

OWTS Webpage: <https://vcrma.org/onsite-wastewater-treatment-systems>