



# Building and Safety Division - Public Information

County of Ventura • Resource Management Agency • [http://www.ventura.org/rma/build\\_safe](http://www.ventura.org/rma/build_safe)  
Main Office • 800 S. Victoria Ave, Ventura, CA. 93009 • 805-654-2771  
East County Office • 3855-F Alamo St., 2nd Fl. # 2019A, Simi Valley, CA 93065 • 805-582-8064

## Provisions for the Issuance and Use of Annual Maintenance Permits

### General

Section 105.1.1 of the Ventura County Building Code (VCBC) prescribes the requirements for the issuance of Annual Maintenance Permits. These permits are limited in scope to the repair, replacement and maintenance of existing electrical, plumbing and mechanical systems in commercial and industrial facilities.

### CONDITIONS OF USE

Annual Maintenance Permits are subject to the following requirements and limitations:

- They are not applicable to Group R-3 or Group U Occupancies.
- They are not applicable to structural or architectural work on any building.
- They shall be valid from July 1 through June 30 of each year.
- Fees for maintenance work shall be assessed in accordance with the Fee Schedule in effect at the time the maintenance permit is issued.
- Fees for the maintenance permit are not prorated for partial year.
- New Annual Maintenance Permits shall be obtained within 30 days of the expiration of the previous year's permit (no later than July 30) in order to avoid the assessment of investigation fees for work without a permit. See Section 108.4.
- Work completed in the preceding month shall be added to the current years' Annual Maintenance Permit within fifteen (15) days following the end of each calendar month.
- Within fifteen (15) days following the end of each calendar month, the permit holder shall pay the required permit fees for all qualifying work performed during the preceding calendar month.
- All work performed under the Annual Maintenance Permit shall be inspected and made to comply with the applicable codes prior to entering the next monthly maintenance reporting period.
- It shall be the responsibility of the permit holder to notify the Building Official at least one working day before such work is ready for inspection.
- Any repair or maintenance work covered under an Annual Maintenance Permit which requires inspection shall not be permanently covered or concealed until inspected and approved by the Building Official.
- Annual Maintenance Permits may not be transferred from the original permit holder to second parties, nor may work under said permits be performed by any party not under contract with the owner, or not an employee of the permit holder.
- All work performed under an Annual Maintenance Permit shall be in compliance with the edition of the VCBC in effect on the date of application for the Annual Maintenance Permit.
- Annual Maintenance Permits shall not be issued to any property deemed to be in violation of the VCBC, or any other County ordinance unless such permit abates said violation.
- Annual Maintenance Permits shall be separate permits based on each trade represented by the permit.
- Annual Maintenance Permits may be issued to cover multiple buildings at one location, address or one parcel of land.
- Annual Maintenance Permits shall not be applicable to more than one location, address or parcel.
- Annual Maintenance Permits issued to a California Licensed Contractor shall be supported by evidence of a maintenance and repair contract with the property owner.

As the Owner/Agent/Building Manager/Contractor (circle one) performing maintenance, repair and replacement of covered systems on the buildings and facilities located at:

Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_

Locale: \_\_\_\_\_ APN: \_\_\_\_\_ - 0- \_\_\_\_\_ - \_\_\_\_\_

I hereby agree to abide by the terms listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Contractor's License No. \_\_\_\_\_

Print name \_\_\_\_\_ Associated Permit Number \_\_\_\_\_

<p style="text-align: center;"><b>DIVISION OF BUILDING AND SAFETY COUNTY OF VENTURA</b></p> <p><b>BUILDING OFFICIAL</b> _____ <b>Jim MacDonald, C.B.O.</b></p>	<p><b>Effective Date: 01/07/09</b> <b>Revision Date: 3/12/09</b></p> <p>Page 1 of 2</p>
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## Monthly Report of Maintenance Activities

Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_

Associated Permit Number: \_\_\_\_\_

Reporters Contact Information:

Name: \_\_\_\_\_ Best Contact Phone: \_\_\_\_\_

FAX this report no later than the 15<sup>th</sup> day of each month to:

(805) 648-9212 for permits in the main office or (805) 582-8085 for permits in the Simi office

<u>Electrical</u>					
Quantity	Description	Units	Quantity	Description	Units
	Subpanel	each		Overhead Line, per pole	each
	Recept, Switch, Light	each		Underground Conduit	each
	Multi-Outlet	lin. Ft.		Busway (per 100 ft)	feet
	Pole or Platform Fixture	each		<b>Power Apparatus/list Equipment</b>	<b>hp/kva</b>
	Fixed Appliance	each		Other	

<u>Plumbing</u>					
Quantity	Description	Units	Quantity	Description	Units
	Fixture or Trap	each		Solar Pool/Spa Heater	each
	Building Water Supply Piping	each		Boilers	each
	Low Gas Pipe System	each		Grease Trap	each
	Med/High Gas Pipe	each		Ind/Comm Waste Intrecptr	each
	Water Heater/Vent	each		Indust. Waste Sample Well	each
	Solar Water Heater	each		<b>Miscellaneous Equipment</b>	<b>size</b>
	Circulating Pump	each		Other	
	Sewer Line: Bldg.	feet			
	Vacuum Breaker/Bkflow	each			
	Earthquake Shut-Off	each			

<u>Mechanical</u>					
Quantity	Description	Units	Quantity	Description	Units
	Duct System	sq. ft.		Var. Air Volume Box	each
	Heating Appl: Elect./Gas	each		Comm. Hood: Fan/Duct	each
	Comfort Cooling Unit	each		Fire Damper	each
	Evap. Cooling Unit	each		<b>Miscellaneous</b>	<b>Units</b>
	Replace Pool Heater	each		Other	
	Air Handling/Vent Unit	each			
	Mtl Chim for Comm Incin.	each			

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