



**VENTURA COUNTY FIRE PROTECTION DISTRICT
BUREAU OF FIRE PREVENTION**
165 Durley Avenue, Camarillo, CA 93010
Phone: (805) 389-9738 • Web: www.fire.countyofventura.org

**PROCEDURES FOR DETERMINING FIRE DISTRICT
REQUIREMENTS FOR CONSTRUCTION**

This form applies to all new buildings, additions to legally existing buildings and change of occupancy classification. It does not apply to tenant improvements where no new square footage is added. This form must be submitted and approved by the Fire Prevention Bureau prior to issuance of a building permit.

Step 1 – Obtain VCFPD Form 126 – Requirements for Construction Application.

Step 2 – Complete Section I, which identifies project (See instructions listed below).

Step 3 – Contact the Fire Prevention Bureau for fire flow requirements if not already given.

Step 4 – Submit application form to water purveyor for certification of available fire flow – Section II.

NOTE: If there is no water purveyor and a private water system is proposed, a separate private water system plan submittal is required. See VCFPD Standard 14.5.1 or 14.5.2 as applicable.

Step 5 – Return completed application to Fire District for review and approval.

Please Note:

- A. A fee will be required at the time application is submitted. The current fee schedule is available on our web site at <http://www.fire.countyofventura.org> or you may contact the Fire Prevention Bureau for fee amount.
- B. **Submit 2 copies of a scaled site plan, showing access roads, fire hydrants and location of structures on property with this application.**
- C. The following **must be** included to properly determine the total floor area for the purposes of this document.
 1. Square footage of all stories.
 2. Square footage of basement (if applicable).
 3. Square footage of attached garage. This includes a garage attached by a breezeway.
 4. Square footage of enclosed patios.

FIRE SPRINKLERS. VCFPD Ordinance requires automatic fire sprinklers to be installed in all new buildings throughout Ventura County, with some exceptions for utility structures (e.g., barns, detached garages, carports, sheds and some agricultural buildings). The Ordinance also applies to certain additions to existing buildings. See current VCFPD Ordinance for details.

NOTE FOR MANUFACTURED HOMES: Manufactured and mobile homes are not exempt from VCFPD Ordinance and the required automatic fire sprinklers. Fire sprinkler installation must be approved by the State of California. The Ventura County Fire Protection District must approve the water supply for the fire sprinkler system. See VCFPD Standard 14.7.1 – Installation of Residential Sprinklers for important information regarding required plan submittals and inspections.

NOTE FOR TRACT DEVELOPERS: Complete one application for all lots in each construction phase that will be issued building permits concurrently. Attach one plot plan, address list and sequence list.

**INSTRUCTIONS FOR COMPLETING FIRE DISTRICT
REQUIREMENTS FOR CONSTRUCTION - APPLICATION (FORM 126-A) SECTION I**

1. Address: Enter project address number (if known), street name, city and zip code.
2. APN: Enter your 10-digit Assessor's Parcel Number.
3. Tract Number: Enter the recorded tract number. If project involves a parcel or land division, then enter Parcel Map (PM)/Land Division (LD) Number.
4. Lot Number: Enter the recorded lot number.
5. Planning Number: Enter planning case number if a discretionary review was required for this project. For example: CUP, PD, CPD, IPD, SUP or DP. Do not enter your zone clearance number.
6. Square Footage Proposed: Enter the square footage that is being newly constructed. Do not include legally existing square footage.
7. Square Footage Existing: Enter the amount of legally existing square footage, including attached garages.
8. Use of Building: Enter Building Code occupancy classification. For example: Single-family Home = R-3, Detached Garage/Barn = U-1.
9. Construction Type: Enter Building Code construction classification. For example: Wood Frame = VN. If manufactured home, check box and see note above.
10. If you are the applicant signing (not owner), you must provide a letter of authorization from the owner. Note: Licensed architects and engineers under contract with the owner do not need to complete the authorization form. A blank form is attached to this application.

If you have any questions about your project, contact the Fire Prevention Bureau at your earliest convenience. For specific answers related to a project, it will be necessary to have at least a rough/preliminary plan submitted with you request for information.



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SUBJECT: Authorized Agent

This letter designates _____ to act as my authorized agent for my project located at: _____

Other property identification: _____
(APN, Lot No., Tract No., Planning No.)

Property Owner: _____

Signature: _____ Date: _____
(Property Owner)

OFFICIAL USE ONLY

Fire Department Case Number: _____
(To Be Assigned)