

2025 ADMINISTRATIVE PERMIT CONDITIONS **SMALL EXCAVATIONS AND ROUTINE MAINTENANCE**

Submittal. By submitting a signed permit application, permittee accepts and agrees to comply with all terms and conditions, including those appearing on the permit application, these administrative permit conditions, the standard conditions, and all special permit-specific conditions.

Conditions. Permittee is responsible for compliance with all conditions of the permit, regardless of whether permittee employs contractors or others to perform the work.

Violation. Failure to comply with any condition of the permit, including work contrary to any condition of the permit, constitutes a misdemeanor violation of Ventura County Ordinance 4540 ([EO 4540](#)) approved by the Board of Supervisors on March 19, 2019.

Compliance and penalties. In order to ensure compliance with the conditions of the permit and in accordance with EO 4540, failure to abide by the permit conditions, including notification for inspections and emergency work, may result in one or more of the following: penalty or changes in permit fees; permit modification or revocation; permit issuance when separate individual permit required; removal or modification of the encroachment; reconstruction or repaving of the pavement or shoulder; paving restoration by County paving contractor.

EMERGENCY REPAIRS:

Emergencies.

Emergency repairs require (A) an immediate email to PWA.TransInspections@ventura.org and courtesy copy to PWA.TransPermits@ventura.org and (B) phone call to the Permits Section at (805) 654-2099. In the email and phone message, provide the road name, contractor and permittee name, time and date of the incident. An application for the emergency work must be submitted no later than 5:00 p.m. the next business day. Failure to comply and working without a permit will be treated as stated here below.

SEPARATE INDIVIDUAL PERMIT REQUIRED:

Separate permit. A separate individual permit is required when ANY of the following are true:

- (1) Excavation is required, including, but not limited to, pole replacements, pole reinforcement, or any such preparatory work.
- (2) Work duration is more than eight (8) hours.
- (3) Location of work and traffic conditions do not meet Scenario #1 or Scenario #2 below or require a road closure.

If any of these above are true, then the work is NOT covered under the Administrative Permit and a separate individual permit is required. If permit holder is uncertain, then submit an email inquiry or application. For application requirements, please read Requirements for Application Submittal here below. Permit applications may be found at: <https://www.vcpbublicworks.org/applyforpermits/>.

Small excavations. Administrative permit holders may be eligible for a small excavation permit with the review fee waived. Small excavation permits are defined here below.

- Thirty (30) square feet or less and layout is anywhere in pavement or shoulder.

30 SF = 5.5 feet x 5.5 feet. Measurement from sawcut or edge of pavement.

- Trench length and width do not exceed sixty (60) feet by two (2) feet and the layout is across the pavement or shoulder. Across the pavement means the long dimension is generally perpendicular to the centerline or longitudinal direction of the roadway.

WORKING UNDER ADMINISTRATIVE PERMIT (SEPARATE INDIVIDUAL PERMIT NOT REQUIRED):

Administrative permit for excavation. Administrative permit holders may perform routine access and maintenance to facilities under Administrative Permit when all of the following conditions are true:

- (1) NO excavations. Work does NOT require excavation. NO excavation will be performed.
- (2) Work duration is less than eight (8) hours.
- (3) Speed limit and traffic control conditions for the work meet one of the following scenarios (all items must be met under “a” or “b”).
 - (a) Scenario #1 (local residential roads):
 - Speed limit is 25 mph or less posted or observed;
 - Traffic control is limited to shoulder work (TA-3), shoulder work with minor encroachment (TA-6), or flagging operation (TA-10);
 - Two-way traffic will be maintained during the work;
 - Work zone is no longer than 100 feet.
 - (b) Scenario #2 (collector roads, higher speed or higher volume roads):
 - Speed limit is greater than 25 mph posted or observed;
 - Traffic control is limited to shoulder work (TA-3) (e.g. working only on shoulders, no flagging operation, no traffic delays, no work in traveled way or bicycle lane).
 - Two-way traffic will be maintained during the work;
 - Work zone is no longer than 100 feet.

Questions. When permit holder has questions, contact Permits Section. Decisions regarding need for separate individual permits will be made on a case-by-case basis.

Inspector Pre-Notification

Pre-Notification. Any work under Administrative Permit requires pre-notification. Permit holders must notify via phone or email the Inspector forty-eight (48) hours or two (2) business days prior to commencing work in road right-of-way, whichever is greater. Method of communication must be agreed to by Inspector. Additional traffic control measures may be required for the work. For messages to inspection hotline, please provide permit number, road name or address, name and phone number to receive call back.

Inspection Request Voicemail: (805) 654-2099 (messages only).

Inspection Email: pwa.transinspections@ventura.org.

WORKING WITHOUT A SEPARATE INDIVIDUAL PERMIT:

Automatic charges. Any unpermitted work will be charged penalty fees in accordance with EO 4540 and the most current approved fee schedule. Penalty fees and permit fees will be placed automatically on the permittee's billing account under the following unpermitted work scenarios.

- (1) Any work started, in progress, or completed without a separate individual permit for the specific location when a separate individual permit would have been required.
- (2) Any emergency work completed without proper phone notification and subsequent application submittal.

Automatic permit issuance. A separate individual permit (after-the-fact permit) may be issued automatically by the Permits Section when unpermitted work occurs.

AUTOMATIC EXTENSIONS:

Extensions. Any valid permit that has expired with work not completed will be automatically extended ninety (90) days by the County with an extension fee applied to the permittee's billing account.

Maximum Extension. Maximum number of extensions will be three (3) or one year from valid permit start date, unless additional extensions are approved.

Extension application. When an application for an extension is filed prior to the permit expiration date, one extension of reasonable duration may be granted at no charge ([Extension](#)).

REQUIREMENTS FOR APPLICATION SUBMITTAL:

Complete application. The following items are required for the application submittal to be considered a complete application ([Apply for Permits](#)). Incomplete applications may result in a delay of one or more working days or longer in issuing the permit.

- (1) Location. Exact location and description of the work. Provide accurate written description and GPS coordinates.
- (2) County Road. Road name and distance from the nearest intersection or mile marker. Provide the situs address, if known.
- (3) Size. Size of the excavation (length, width, and depth).
- (4) Plans, sketches, and dimensions. Location or layout of the excavation in the road right-of-way.
 - (a) The applicant must provide a sketch, describe the location of the excavation, and explain whether the excavation is located in the pavement, shoulder, parkway or sidewalk.
 - (b) The applicant must provide distances or dimensions from the edges of the excavation to visible features nearby.
 - (c) The applicant must provide an aerial photo and street view from a mapping service.
 - (d) When items (a) and (b) and (c) are missing from the application, the application may be deemed incomplete. Incomplete applications may not be processed.

- (e) The plans must include physical features in roadway that any person familiar with plan reading may find and identify.
- (5) Schedule. Estimated start date and completion date of the work. Precise dates are not required; however, a better estimate of the construction timeline will assist inspectors in inspecting the work. Permits are typically issued in 90-day increments.
 - (6) Traffic Control Plan. Anticipated traffic control required for the work.
 - (a) Any work in the right-of-way of a county-maintained roadway that requires traffic control.
 - (b) The applicant may propose a Caltrans standard traffic control plan (TCP) or provide a site-specific traffic control plan.
 - (c) The TCP must be completed by a traffic control professional in accordance with the CAMUTCD.
 - (d) Any work conducted without traffic control is considered a violation of the Administrative Permit and Ordinance.
 - (e) Site-specific traffic control plans are reviewed and approved by VCPWA-RT. Review fees are charged to the permit.
 - (7) Permittee and field contact. Contact information for the applicant/permittee, contractor, and/or field contact. An email address and phone number are required. The facility owner will be designated as the permittee. Any contractor working on behalf of a permittee must provide an agent authorization ([Authorization](#)).
 - (8) Signature. Signature on the application or agent authorization. A signature from the applicant/permittee is required on the application or agent authorization. The agent authorization may be effective for one calendar year or as specified by the applicant/permittee.
 - (9) Submittal. Submit the complete application electronically to pwa.transpermits@ventura.org. The preferred method of submittal is through email.

Other methods of submittal include:

 - (a) Facsimile to (805) 654-5169;
 - (b) Mail to Ventura County Public Works Agency Roads & Transportation – Permits Section at 800 South Victoria Avenue, Ventura, California 93009-1620; or
 - (c) In-person at the front counter. Front-counter is open specific days of week. For open days, see VCPWA website at <https://www.vcpublicworks.org/>.
 - (10) Payment of fees. Permit fee(s) may include pre-review fee, review fee, engineering review fee, and inspection fee, or an additional deposit for additional inspection time. Permit will be issued after all current applicable fees have been paid. For permittees with billing accounts, the permit will be emailed to the permittee or designee without pre-payment. The appropriate fee(s) will be billed to the permit and invoiced monthly. Credit card payments are accepted through Accela Citizen Access ([ACA](#)).

REQUIREMENTS FOR ALL TYPES OF WORK:

- (1) Standards. Permittee with administrative permit for excavations must comply with the following standards and conditions:
 - 2024 Encroachment Permit Standard Conditions

- NPDES Requirements
 - Conditions of Approval or attachments with any separate individual permit
 - These administrative permit conditions
 - Any special conditions
- (2) Pre-Approval. Permittee must obtain approval to start work from the Inspector a minimum of forty-eight (48) hours or two (2) working days, whichever is longer, in advance of the proposed start time.
 - (3) Road restoration. When a separate individual permit is required and the scope of the work includes an excavation, additional pavement repair or replacement beyond the excavation boundary may be required. Contact the Inspector for details.
 - (a) All roadways overlaid within the previous five (5) years of the permitted excavation are subject to special repair procedures, including but not limited to, complete overlay of the lane(s) in which the excavation is made, as specified in the special conditions and CRS E-11 and E-12 ([CRS](#)). For paving history, go to County View Mapping ([County-View](#)).
 - (b) All roadways rehabilitated within the previous two (2) years of the permitted excavation are subject to special repair procedures as specified in the permit conditions and CRS E-11 and E-12 ([CRS](#)). For paving history, go to County View Mapping ([County-View](#)).
 - (4) Permit copy. Permittee must provide hard copy of permit to Inspector upon request, including any permit attachments, standard conditions, or special conditions. Permittee's work crews, contractors, or agents working in the road right-of-way must retain a hard copy of the permit in the field at all times.
 - (5) Insurance. Permittee must continue to maintain liability insurance in accordance with the County requirements at all times during the permit period.

LINKS:

Accela Citizen Access: <https://vcca.ventura.org/CitizenAccess/Welcome.aspx>

Applications: <https://www.vcpublishworks.org/applyforpermits/>

County-View Mapping: <https://maps.ventura.org/pwagisviewer/>

CRS: See Guidelines or SPPWC.

EO 4540: https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeld=DIV12HIEN

Extensions: See Applications.

Fees: See Applications.

Guidelines: <https://www.vcpublishworks.org/rt/ordinancespoliciesguidelines/>.

NPDES: <http://www.vcstormwater.org/documents/reference/ventcopermmit.pdf>

VCPWA-RT: <https://www.vcpublishworks.org/rt/>

Draft Final: 12/09/24