

The County of Ventura is pleased to welcome your business to our county. In order to obtain a permanent tax certificate you must provide evidence of:

1. A *Zoning Clearance* from the County of Ventura Resource Management Agency, Planning and Zoning Division authorizing such use in a commercial or industrial tenant space.
2. A *Home Occupation Permit* from the Resource Management Agency, Planning and Zoning Division if you are operating your business out of your residence.
2. A *Certificate of Occupancy*, or waiver of such certificate, from the Resource Management Agency, Building and Safety Division if you are starting a business in a commercial or industrial tenant space.

These requirements are necessary to ensure that your place of business is safe for you and your employees. Furthermore, businesses are required to comply with the County regulations of land use, zoning and all applicable code compliance measures. The following information will help you move through the process of obtaining your required permits.

### **Step 1: Zoning Clearance/Home Occupation Permit**

A Zoning Clearance is a ministerial land use permit, a land use permit issued based on a set of rules or standards. It provides evidence that your business complies with all applicable Ventura County zoning regulations.

Many types of businesses may be approved with a Zoning Clearance only, or are exempt entirely from Zoning Clearance requirements. For example, home occupations (businesses operated out of a residence) may be approved with a similar, Home Occupation Permit. However, you should be aware that larger or more complicated business projects may require other land use permits in addition to a Zoning Clearance. Staff at the Planning and Zoning Division counter will help you determine the appropriate land use permit for your business.

Industrial facilities may be required to comply with the National Pollutant Discharge Elimination System (NPDES), General Permit for Stormwater Discharges Associated with Industrial Activities (Permit), Order No. CAS000001. As a part of the Zoning Clearance process, you will be required to complete, sign, and submit County's Industrial Self-Certification for Stormwater Regulations form. Staff from Ventura County Watershed Protection District – County Stormwater Program will help you determine if your business is subject to the NPDES Permit.

In most cases you will be able to obtain your Zoning Clearance over the counter in less than an hour. To facilitate this process, please be prepared with:

- The address or Assessor's Parcel Number where your business is located; AND
- A detailed description of the activities you will conduct as part of your business; AND
- Your Business Tax Certificate application; AND
- Completed Industrial Self-Certification for Stormwater Regulations form.



### **Ventura County Treasurer/Tax Collector**

Ventura County Hall of Administration  
800 South Victoria Avenue  
Ventura, CA 93009-1290  
Phone: (805) 654-2653 or 645-1328

### **Planning Division Counter**

Ventura County Hall of Administration  
Third Floor  
800 South Victoria Avenue  
Ventura, CA 93009-1740  
Phone: (805) 654-2488  
Web: [www.ventura.org/rma/planning](http://www.ventura.org/rma/planning)

### **Building & Safety Division Counter**

#### Ventura Office

Ventura County Hall of Administration  
Third Floor  
800 South Victoria Avenue  
Ventura, CA 93009-1740  
Phone: (805) 654-2788  
Inspections: (805) 654-2791

#### East County Office

3855-F Alamo Street  
Second Floor #2091A Simi  
Valley, CA 93065-5915  
Phone: (805) 582-8064  
Inspections: (805) 582-8063  
Web: [www.ventura.org/rma/build\\_safe](http://www.ventura.org/rma/build_safe)

### **Step 2: Certificate of Occupancy**

A Certificate of Occupancy provides evidence that your business location has been inspected by a Ventura County Building Official, meets all building code requirements, and is approved for your business to occupy. Certificates of Occupancy run with the building tenant, not the building itself. This means that even if the prior tenant at your new business location had a valid Certificate of Occupancy, you must obtain a new Certificate of Occupancy for your business.

Home occupations and mobile businesses are exempt from Certificate of Occupancy requirements. Planning and Zoning Division staff should provide evidence of this exemption at the time of Zoning Clearance issuance.

For businesses that are not exempt from Certificate of Occupancy requirements, a Certificate of Occupancy permit and an inspection of your business location are required before a certificate can be issued. After obtaining the Certificate of Occupancy permit, an inspection request can be made by contacting the Resource Management Agency, Building and Safety Division at (805) 654-2788. Some businesses may require an inspection and permit from the Ventura County Fire Protection District. You should speak with Building & Safety Division staff to determine if these requirements apply to your business.



## COUNTY OF VENTURA

# INDUSTRIAL SELF-CERTIFICATION FOR STORMWATER REGULATIONS

Facilities, which industrial activities are described by one of the following criteria, are required to obtain coverage under the National Pollutant Discharge Elimination System (NPDES), General Permit for Stormwater Discharges Associated with Industrial Activities, Order No. CAS000001.

For more information about business applicability, call David Laak at (805) 477-7139 or Ewelina Mutkowska at (805) 645-1382.

More information on how to apply and complete NPDES Permit application is available at

[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml)

- Facilities Subject To Storm Water Effluent Limitations Guidelines, New Source Performance Standards, or Toxic Pollutant Effluent Standards Found in 40 Code of Federal Regulations, Chapter I, Subchapter N: Cement Manufacturing (40 C.F.R. Part 411); Feedlots (40 C.F.R. Part 412); Fertilizer Manufacturing (40 C.F.R. Part 418); Petroleum Refining (40 C.F.R. Part 419), Phosphate Manufacturing (40 C.F.R. Part 422), Steam Electric (40 C.F.R. Part 423), Coal Mining (40 C.F.R. Part 434), Mineral Mining and Processing (40 C.F.R. Part 436), Ore Mining and Dressing (40 C.F.R. Part 440), Asphalt Emulsion (40 C.F.R. Part 443), Landfills (40 C.F.R. Part 445), and Airport Deicing (40 C.F.R. Part 449).
- Manufacturing Facilities: Facilities with Standard Industrial Classifications (SICs) 20XX through 39XX, 4221 through 4225.
- Oil and Gas/Mining Facilities: Facilities classified as SICs 10XX through 14XX, including active or inactive mining operations (some exceptions apply; for more info visit [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml))
- Hazardous Waste Treatment, Storage, or Disposal Facilities: Hazardous waste treatment, storage, or disposal facilities, including any facility operating under interim status or a general permit under Subtitle C of the Federal Resource, Conservation, and Recovery Act.
- Landfills, Land Application Sites, and Open Dumps: Landfills, land application sites, and open dumps that receive or have received industrial waste from any facility within any other category of this Attachment; including facilities subject to regulation under Subtitle D of the Federal Resource, Conservation, and Recovery Act, and facilities that have accepted wastes from construction activities (construction activities include any clearing, grading, or excavation that results in disturbance).
- Recycling Facilities: Facilities involved in the recycling of materials, including metal scrapyards, battery reclaimers, salvage yards, and automobile junkyards, including but limited to those classified as Standard Industrial Classification 5015 and 5093.
- Steam Electric Power Generating Facilities: Any facility that generates steam for electric power through the combustion of coal, oil, wood, etc.
- Transportation Facilities: Facilities with SICs 40XX through 45XX (except 4221-25) and 5171 with vehicle maintenance shops, equipment cleaning operations, or airport deicing operations. Only those portions of the facility involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication) or other operations identified under this Permit as associated with industrial activity.
- Sewage or Wastewater Treatment Works: Facilities used in the storage, treatment, recycling, and reclamation of municipal or domestic sewage, including land dedicated to the disposal of sewage sludge, that are located within the confines of the facility, with a design flow of one million gallons per day or more, or required to have an approved pretreatment program under 40 Code of Federal Regulations part 403. Not included are farm lands, domestic gardens, or lands used for sludge management where sludge is beneficially reused and are not physically located in the confines of the facility, or areas that are in compliance with Section 405 of the Clean Water Act.
- None of the above; my business is not subject to coverage under the NPDES Permit.

*As a business owner, I certify that the provided business information is correct and accurate.*

*Business Name:* \_\_\_\_\_

*Business Address:* \_\_\_\_\_

*Business Assessor's Parcel Number:* \_\_\_\_\_

*Business Owner Name:* \_\_\_\_\_

*Business Owner Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_