

2026 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 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:

Emergency repairs require (A) an immediate email to PWA.TransInspections@venturacounty.gov and courtesy copy to PWA.TransPermits@venturacounty.gov 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:

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 or require placement of temporary "No Parking" signs.

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. Permit applications may be found at the Links below.

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. 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) Work does NOT require any kind of excavation.
- (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;
 - 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 does not require placement of temporary “No Parking” signs;
 - 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 does not require placement of temporary “No Parking” signs;
 - Work zone is no longer than 100 feet.

Questions. When permit holder has questions about scenarios above, consult with County Inspector.

Inspector 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@venturacounty.gov.

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:

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. Permit will be extended until work completed.

One complimentary extension may be granted upon request prior to the permit expiration date.

REQUIREMENTS FOR ALL TYPES OF WORK:

- (1) Standards and Conditions. Permittee with administrative permit for excavations must comply with the following standards and conditions:
 - Encroachment Permit Standard Conditions and Administrative Conditions
 - NPDES Requirements
 - Conditions of Approval or attachments with any separate individual permit
- (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) Permit Copy. Retain a hard copy of the permit in the field at all times.
- (4) 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/>

Brochures: <https://www.vcpublishworks.org/tsd/brochures/>

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

CRS: See Guidelines.

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

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

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

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

Final: 12/16/25.