



**VENTURA COUNTY FIRE PROTECTION DISTRICT
BUREAU OF FIRE PREVENTION**

165 Durley Avenue, Camarillo, CA 93010

Phone: (805) 389-9738 • Web: www.ventura.org/fire

**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.

NOTE: For further requirements, refer to VCFPD Standard 14.3.1 – Submittal Procedure & General Requirements for New Construction.

Please Note:

- A. A fee will be required at the time application is submitted. 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.
- D. When the total floor area indicated in item C above is over 4,500 square feet but under 5,000 square feet, include a scaled (1/4" or 1/8") floor plan in your submittal.

- E. Structures exceeding 5,000 square feet or located more than 5.0 miles from a fire station as determined by the Fire Prevention Bureau shall have an automatic fire extinguishing system installed in accordance with current Ventura County Fire Protection District Ordinance.

NOTE FOR MANUFACTURED HOMES: Contact the Fire Prevention Bureau prior to ordering your manufactured home to determine if fire sprinklers are required. 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 and required plan submittal.

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, you must provide a letter of authorization from the owner. See attached example.

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.

NOTE: An approved copy of VCFPD Form 126-B, Requirements for Construction, must be posted at the job site.



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REQUIREMENTS FOR CONSTRUCTION – APPLICATION

Section I

Project Address _____
NUMBER STREET CITY ZIP CODE

APN _____ - 0 - _____ Tract No. _____ Lot No. _____ Planning No. _____

BUILDING DESCRIPTION: Sq. Ft. Proposed _____ Existing _____ No. of Stories _____

Use of Building _____ Construction Type _____

Manufactured Home - (see instructions for important note)

Applicant Name _____ Owner Name _____

Address _____ Address _____
STREET STREET

Phone _____ Phone _____
CITY ZIP CODE CITY ZIP CODE

When complete: Call for Pick up number: _____ or Mail to: Applicant Owner

I certify that water and access for Fire Protection will be provided as specified in the Fire District's requirements.

SIGNATURE OF OWNER/APPLICANT _____

Section II

Fire flow shall not be less than _____ GPM @ 20 P.S.I. Fire Prevention (Initials) _____

(WATER SUPPLY TO BE FILLED OUT BY WATER PURVEYOR)

Static Head at Fire Hydrant _____ System is Designed for Normal Flow of _____ GPM @ 20 PSI

Size and Location of Main _____ Distance from Parcel _____

Nearest Fire Hydrant Location _____ Distance from Parcel _____

Type _____ Size _____ No. of outlets _____ 4" _____ 2½"

Size of Reservoir Serving Fire Hydrant _____

Other _____

WATER PURVEYOR SIGNATURE DATE

Private on-site water system proposed. Separate plan submittal required.

FOR OFFICIAL USE ONLY

FORM 126	WATER CO.
Date _____	Date _____
Amt. _____	Amt. _____
Receipt _____	Receipt _____
Check _____	Check _____
Initial _____	Initial _____

Fire District Case # _____



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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)