

Small Business Permit Assistance Program

To request an appointment timeframe

Email: smallbusiness@oxnard.org



Due to the time constraints, the following are types of projects NOT allowed in Small Business Program:

- Code Compliance
- Change of Occupancy
- New Restaurants or significant restaurant modification
- Small projects that involve 4 or fewer departments
- Projects larger than 3,000 square feet
- Fire Sprinkler Plans

Project Information

Project Address _____

Contact Name _____ Contact Phone () _____

Contact Email Address _____

Describe Project _____

Meeting Purpose

- Information Only
 Review (Pre-submittal)
 Permit (during meeting)

Scope Of Work: (Check All That Apply)

<input type="checkbox"/> Partitions	<input type="checkbox"/> Sprinklers (Alteration? <input type="checkbox"/> Yes <input type="checkbox"/> No)
<input type="checkbox"/> Electrical	<input type="checkbox"/> Food Establishments
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Exterior Modifications
<input type="checkbox"/> Rooftop Equipment Specify _____	<input type="checkbox"/> Plumbing Specify _____
<input type="checkbox"/> Change of Use. Specify _____	
<input type="checkbox"/> Medical X-Ray? ___ Yes ___ No Medical Gas? ___ Yes ___ No OSHPD Clinic? ___ Yes ___ No Other? Specify _____	

Building Information

- Single tenant
 Multiple tenant
 This building requires structural calculations

Building Square Footage (Sq.ft.): _____ Design Professional Name _____

Submitting Plans

- Complete this form below and email it to smallbusiness@oxnard.org
- Submit plans by Thursday, the week before the scheduled meeting (if not meeting subject to cancellation).

Please note: a City Business License is required for anyone doing work in the City of Oxnard. This requirement applies to all businesses including:

- Permit Runners •Engineers •Designers •3rd Party Agents •Architects •Surveyors •Draftsmen •Developers •Contractors

DEPARTMENT USE ONLY				
Date:	Time:	Set by:		
<input type="checkbox"/> Building <input type="checkbox"/> Planning <input type="checkbox"/> Electrical <input type="checkbox"/> Fire <input type="checkbox"/> Source Control				