

# Permit Simplicity Program Checklist

- 1. Refer to Oxnard City Code Chapter 26 for the complete text of the Permit Simplicity Program (“Program”).** [CHAPTER 26: OXNARD PERMIT SIMPLICITY ACT](#). *Note - this Program was enacted as a result of a voter approved ballot initiative - City staff cannot modify the language or procedures specified in the Program. The implementation of this Program is based entirely on the voter approved language of the Program as published in Oxnard City Code Chapter 26.*
  
- 2. Only individuals who have received Certification as a Permit Simplicity Certified Professional may submit a project into the Program.** Refer to the City Webpage for additional information regarding the training and certification process ([“Oxnard Permit Simplicity Act” Program \(Measure F\)](#)). The mandatory training is offered twice per year.
  
- 3. Evidence of all necessary approvals that are a condition precedent to issuance of a permit.** These requirements will vary depending on the nature of the project, but may include:
  - a. Planning Permit/Entitlement - this requirement may not be needed for all projects and cannot be determined without a detailed project description. An appointment with a planner is highly recommended early in the project planning stages to understand what if any planning permits/entitlements will be required. This process may involve public hearings and CEQA Compliance, and must be completed prior to submitting the project for the Permit Simplicity program.
  - b. Plan Check Approval by the Planning Division, Oxnard Fire Department, and Electrical Plan Check. These components will be plan checked separately through the regular plan check process as a necessary prerequisite approval.
  - c. Simultaneously with item 3b, projects that involve grading, utility connections, work in the public right of way, or any public improvements must submit plans and receive all necessary permits for encroachment, grading and civil improvement work associated with the project. The project applicant must complete the rough grading authorized under the

grading permit and obtain Pad Certifications for all building pads. For additional information, see the following web page:

<https://www.oxnard.org/encroachment-permits/>

- d. Evidence of approval by outside agencies. This requirement may not apply to all projects. Examples of outside agencies include, but are not limited to: Ventura County Environmental Health Division, Ventura County Air Pollution Control District, Oxnard Wastewater Division, Oxnard Water Division, Calleguas Municipal Water District, Oxnard CUPA Division, etc.

**4. Proof of Insurance. The Permit Simplicity Certified Professionals shall submit proof of insurance which satisfies all of the following:**

- a. The Permit Simplicity Certified Professional shall furnish to the Department a certificate of professional liability insurance and necessary endorsements, issued by an insurer authorized to do business in California, with a Bests' rating of no less than A:V111. The insurance required by this section shall have a limit of not less than one million dollars (\$1,000,000) per claim and one million dollars (\$1,000,000) in the aggregate for all claims made during the policy period covering the Permit Simplicity Certified Professional's errors and omissions.
- b. The endorsement shall state that coverage shall not be suspended, voided or canceled by the Permit Simplicity Certified Professional, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by hand delivery or certified mail, return receipt requested, to the Department.
- c. The Permit Simplicity Certified Professional shall maintain insurance, at his or her own cost, for at least five (5) years after the Project is complete. If the Permit Simplicity Certified Professional fails to maintain this required insurance coverage, the Department reserves the right to revoke the Permit Simplicity Certified Professional's eligibility to participate in the Permit Simplicity Program and to revoke the permit for any Project pending at the time of the non-compliant insurance.
- d. Submit your insurance certificate at least 3 weeks in advance of your anticipated submittal date. Risk Management can be reached at (805) 385-7590 or email: [insurance@oxnard.org](mailto:insurance@oxnard.org) to initiate the process.

**5. Professional of Record Certification Statement.** The Permit Simplicity Certified Professional shall submit, on a form prepared by the Department, a

Professional of Record Certification Statement. Refer to the City website for this form. <https://www.oxnard.org/measure-f-oxnard/>.

- 6. Owner/Tenant Certification Statement.** The Permit Simplicity Certified Professional shall submit, on a form prepared by the Department, an Owner/Tenant Certification Statement. The Owner, and Tenant if applicable, shall each sign and date the Owner/Tenant Certification Statement. Refer to the City website for this form. <https://www.oxnard.org/measure-f-oxnard/>.
- 7. Hold Harmless Letters.** The Permit Simplicity Certified Professional is required to submit to the Department, on a form provided by the Department, two Hold Harmless Letters. One letter shall be signed and dated by the Owner/Tenant, and the second letter shall be signed and dated by the Permit Simplicity Certified Professional. Refer to the City website for these forms. <https://www.oxnard.org/measure-f-oxnard/>.
- 8. Reasonable Hardship Plan.** A “Reasonable Hardship Plan” must be prepared for Americans with Disabilities Act compliance and the accessibility requirements of the California Building Code. This requirement may be found in Oxnard City Code 26-31 (F).
- 9. Structural Peer Review Certificate of Approval.** For projects involving civil engineering, a Structural Peer Review must be performed that includes all aspects of the project requiring civil engineering design, and the peer reviewer must fill out a Certificate of Approval. A list of qualified structural peer reviewers will be provided to Permit Simplicity Certified Professionals upon certification. The list of qualified structural peer reviewers will not be made publicly available to avoid the appearance of City endorsement of the engineering firms for other purposes.
- 10. Fill out a Permit Simplicity Project Application.** Refer to the City website for this form. <https://www.oxnard.org/measure-f-oxnard/>.

**11. Request a Project Intake Meeting.** After completing steps 1-10 above, schedule an initial intake meeting to verify the requirements by emailing [measureF@oxnard.org](mailto:measureF@oxnard.org). Please indicate your Permit Simplicity Certification Number and use the term INTAKE MEETING in the subject line to clarify that this is a request for an intake meeting.