

FAQs

Building and Safety Online System

The City of Camarillo's online system provides the ability to apply for simple permits, and schedule or cancel inspections. The system may be accessed from any computer with Internet access; whether at home or office. If you have any questions while using the system you may contact Building and Safety during business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m. at (805) 388-5395.

PERMITS:

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How will I know if my inspection is scheduled?

What are the advantages of using the online system?

You will save gas and time without having to come to the city hall. In addition you can apply for a permit or request an inspection form your home or office anytime.

Who can apply for a permit?

Either the property owner or a licensed contractor may apply for a permit. If you are a property owner applying for the permit please complete the Homeowner Declarations found [HERE](#). If you are a contractor you must have a valid City business license and you need to complete the contractor declarations found [HERE](#).

How do I access the online system?

1. Log onto the city of Camarillo web page at www.ci.camarillo.ca.us.
2. Select Online Services
3. Select Building Permits and Inspection Requests

What kind of permits may I apply for?

1. Air conditioner replacements
2. Electrical panel upgrades or replacements
3. Furnace replacements
4. Furnace and air conditioner replacements
5. Copper re-pipe
6. Residential reroof with composition shingles
7. Water heater replacements
8. Residential rooftop mounted solar system standard plan

How much do the permits cost?

1. Air conditioner replacements \$53.23
2. Electrical panel upgrades or replacements <200 amps \$61.72
3. Furnace replacements \$53.23
4. Furnace and air conditioner replacements \$78.07
5. Copper re-pipe (flat fee) \$72.13
6. Residential reroof with composition shingles \$149.11
7. Water heater replacements \$53.23
8. Residential rooftop mounted solar system standard plan \$250.00

What forms of payments do you accept?

We accept Mastercard and Visa Only. They system does not accept electronic check payments.

How do I apply for a permit?

1. Access the online system
2. Select "Submit Application"
3. Enter the location
4. Select the application type from the drop down list, select owner or contractor, enter contractor's name
5. Select the contractor's name from the list. If you do not see the contractor please call the office at 805-388-5395, 8-5 M-F
6. Enter the contact information
7. Select "Create Application"
8. Select "Pay Now"
9. Verify the information is correct
10. Select "Pay Now"
11. Enter the required information, select "Continue"
12. Select "Complete Transaction"

Is the permit issued after I submit payment?

No, the permit still needs to be verified by Building and Safety.

How long will it be before my permit is issued?

Building and Safety will review the applications submitted online no later than the following business day. Once the information has been verified the permit will be issued.

How will I know the permit is issued?

Once Building and Safety has issued the permit they will contact you by phone or e-mail.

How can I get a copy of the permit?

Building and Safety will mail or email you a copy of the permit and an inspection record card.

When can I start construction for the work specified on the permit?

After Building and Safety has contacted you to confirm the permit has been issued.

How can I request inspections?

Inspections can be requested either on line or by phone.

How can I request an inspection by phone?

To request an inspection by phone call 805-388-5383. This is an answering machine. You will need to leave the permit number, address for the inspection and the type of inspection to be performed. You will NOT get a call back from this line.

How can I request an inspection on line?

You must have your permit/application number to use the system. This can be found either on your permit or inspection record card.

1. Access the online system
2. Select "Schedule/Cancel Inspections"
3. Enter the Application/Permit number
4. Select "Schedule an Inspection" *
5. Select the permit for which the inspection is needed
6. Select "Schedule an Inspection"
7. Select the type of inspection
8. Select the date and time you would like the inspection performed
9. Verify the information is correct and add any comments
10. Select "Submit"
11. Verify the information is correct on confirmation screen, print a copy for your records

*Note: Disregard the statement in red “No required inspections found” – Right below that click on “Schedule an Inspection”.

City of Camarillo

Schedule an Inspection

Select the inspection you want to schedule from the list below.

Parcel ID: 155001074 Address: 801 CARMEN DR
Application Date: 06/01/12 Owner: CAMARILLO CITY OF
Application #: 12 - 1021 Application Type: WATER HEATER, ONLINE - SAME LOCATION

Inspections for Permit Number: 000 000 WHO 00 - ONLINE WATER HEATER

- No required inspections found

[Schedule an Inspection](#)

If you have any question, please visit our [Online Inspection Request FAQ Page](#).

PCF Certified AAOUL INC. CERTIFICATES

What time is A.M. and P.M. Inspections scheduled for?

A.M. inspections will be performed approximately between 9:30 and 11:30. P.M.

Inspections will be performed approximately between 1:30 and 4:30.

How will I know if my inspection is scheduled?

If an e-mail address has been added during the issuance process a conformation will be sent to the e-mail on file. If there is no e-mail address please call the morning of the scheduled inspection between 8:30 and 9:00 AM and speak to the inspector to confirm you are on the inspection list, 805-388-5395.