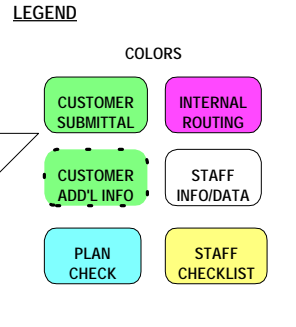
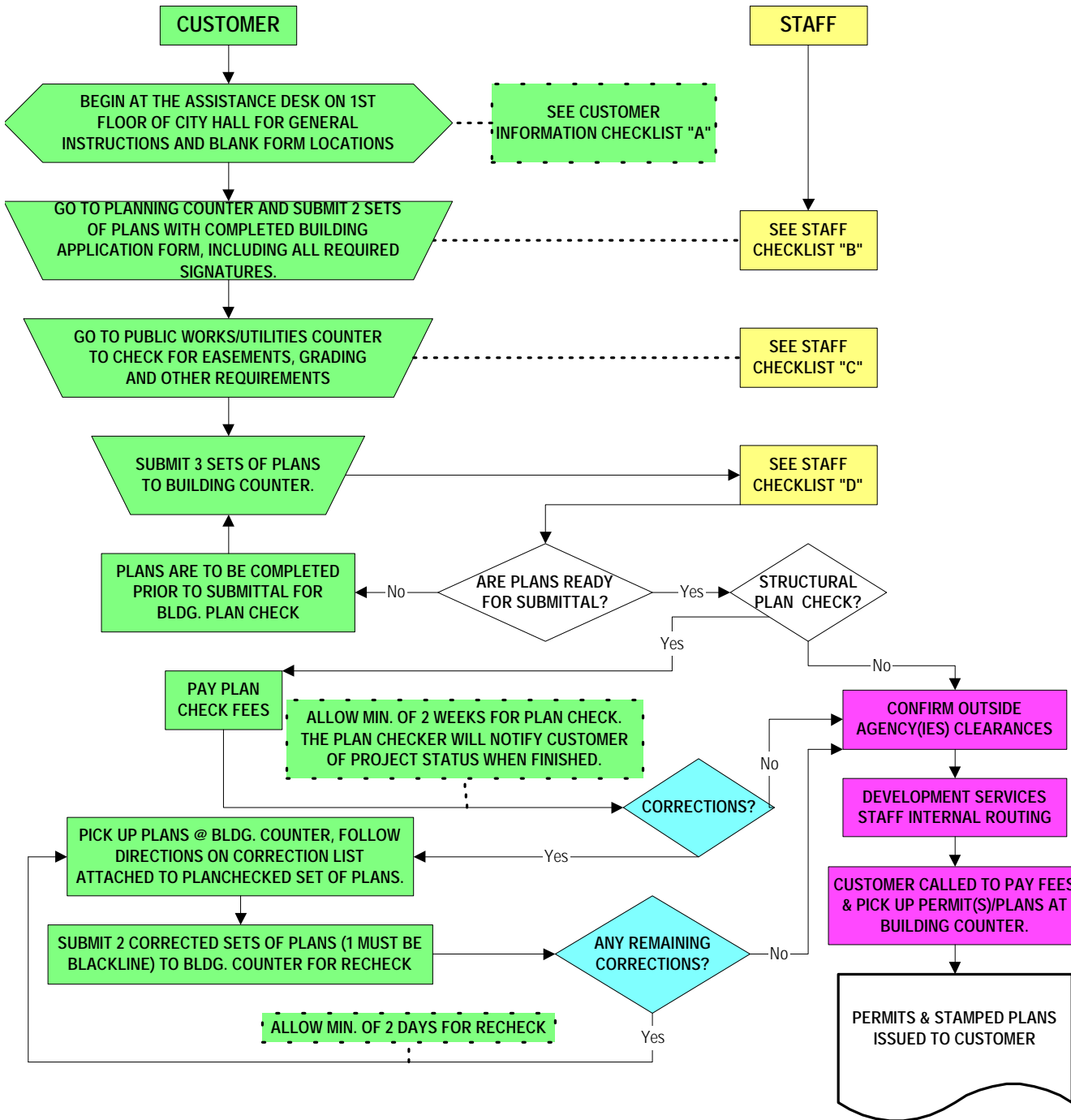


# DETAIL: PERMIT PROCESSING: WALLS (GARDEN, RETAINING AND PILASTERS)



**(A)**

**CUSTOMER INFORMATION - CHECKLIST "A":**

- YOU WILL NEED A COMPLETED BUILDING PERMIT APPLICATION, INCLUDING THE PROPERTY OWNER(S) SIGNATURE(S).
- NO STRUCTURAL PLAN CHECK IS NECESSARY IF USING CITY STANDARD BLOCK WALL DETAILS.
- YOU WILL NEED 3 COMPLETE SETS OF PLANS FOR BUILDING COUNTER.
- CURRENT LICENSURE & WORKER'S COMPENSATION REQUIREMENTS MUST BE MET IF CONTRACTOR WILL BE PULLING THE PERMIT FOR THE OWNER, AND ALL REQUIRED AGENCY(IES) CLEARANCES ARE TO BE OBTAINED PRIOR TO PERMITTING.
- OBTAIN HOMEOWNER'S ASSOCIATION APPROVAL, IF APPLICABLE.

**(B)**

**STAFF - CHECKLIST "B": PLANNING:**

1. REVIEW FOR ALLOWABLE SETBACKS, HEIGHTS, COLOR & MATERIALS.
2. REVIEW ANY SPECIAL PROJECT CONDITIONS IN EFFECT.
3. GENERATE A NUMBER FOR THE BUILDING PERMIT APPLICATION.

**(C)**

**STAFF - CHECKLIST "C": PUBLIC WORKS/UTILITIES:**

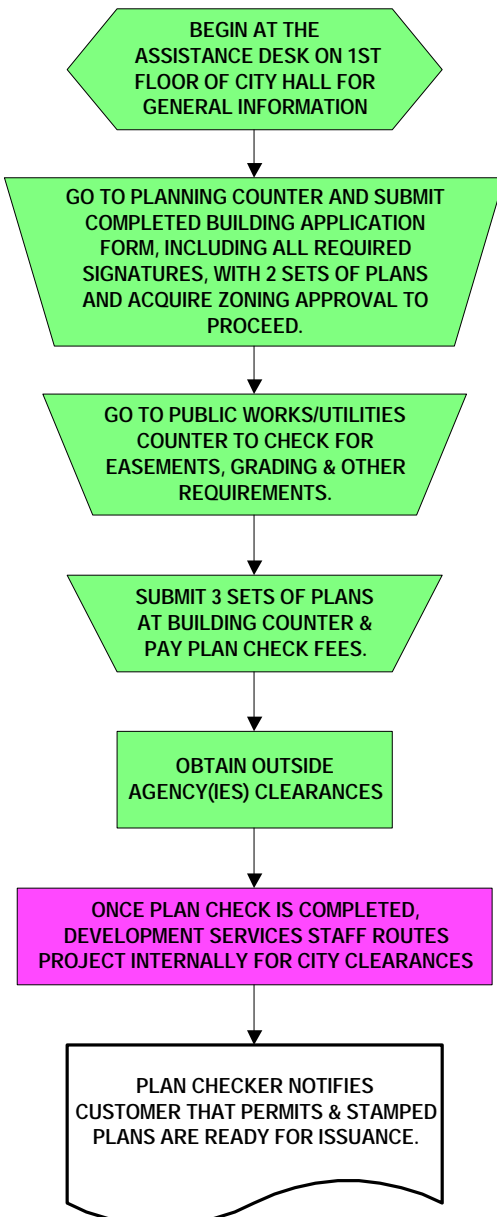
1. ADVISE OF ANY GRADING PERMIT REQUIREMENTS.
2. CHECK FOR EASEMENTS.

**(D)**

**STAFF - CHECKLIST "D": BUILDING:**

1. MAKE SURE PLANS & APPLICATION ARE COMPLETE AND ADEQUATE.
2. IF APPLICABLE, CHECK FOR AUTHORIZED ENGINEER & ARCHITECT STAMPS & SIGNATURES ON PLANS.
3. MAKE SURE AT LEAST ONE SET OF PLANS IS A BLACKLINE OR XEROX COPY.
4. ADVISE OF OTHER REQUIRED AGENCY(IES) CLEARANCES.

**BASIC STEPS:**



**OUTSIDE AGENCIES (805 area code)**

- Ventura County Fire Department-----389-9733
- Conejo Valley Unified School District (ext. 271) -497-9511
- Calleguas Municipal Water District-----526-9323
- California American Water District -----498-6770
- California Water Service -----497-2757
- Camrosa Water District-----482-4677
- Triunfo Sanitation District -----658-4605
- Ventura County Sheriff Department -----494-8256
- Ventura County Flood Control-----654-2001
- Conejo Recreation & Parks District -----495-6471
- Ventura County Environmental Health-----654-2813
- Air Pollution Control District-----645-1400
- DigAlert/USA-----1-800-227-2600



City of Thousand Oaks  
Development Services  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362

805 Area Code  
449-2323 Planning  
449-2500 Building  
449-2400 Public Works  
[www.toaks.org](http://www.toaks.org)

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**HOW TO APPLY FOR  
A WALL PERMIT**

**GARDEN, RETAINING  
AND PILASTERS**



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