

CHECKLIST FOR WELL/BOREHOLE PERMIT APPLICATION

DEVELOPMENT SERVICES DEPARTMENT

City of Oxnard

- _____ 1. **Original wet signed** and completed City of Oxnard Well Permit Application with plot plan showing site address, exact location of well(s), and proposed cross section of well(s). Include approved traffic control plan, if required. Provide original set and 2 additional copied sets.
- _____ 2. Completed (1 original) City of Oxnard Well Driller's Registration form (no charge).
- _____ 3. Copy of Well Driller's City of Oxnard Business License – Call (805) 385-7817, for information.
- _____ 4. Original copy of Driller's General Liability Insurance (\$1,000,000 min.), Auto Insurance (\$1,000,000 min.) and Workers Compensation Insurance. "City of Oxnard" shall be named as certificate holder and as additional insured. Always provide original endorsements. Address: City of Oxnard, 214 So. C St. Oxnard, CA 93030. Phone: Building and Engineering, (805) 385-7925.
- _____ 5. Completed (1 original) City Well Inspector's Registration form and copy of professional license.
- _____ 6. For City Business License information, Permittee/Consultant please call (805) 385-7817.
- _____ 7. Original copy of permittee's/consultant's Auto Insurance, Workers Compensation and General Liability Insurance. City of Oxnard shall be named certificate holder and additional insured.
- _____ 8. Permit Fee: Single = \$125.00 Annual = \$580.00
- _____ 9. Inspection Fee: Monitoring Well in the right-of-way = \$155.00 plus \$40.00 for each additional well/boring at same site. **Water Well** = \$500.00 per well (Installation/Destruction).
- _____ 10. Check for refundable performance bond - \$3,000.00 required for each monitoring well in Right-of-Way, or on City property. Completed Security Deposit/Cash Bond Worksheet attached
- _____ 11. Approved Traffic Detour Plan required for all monitoring wells within the right-of-way of Oxnard Arterial Street Network. Review Fee = \$194.00 Hourly (drawn by a Barricade Co., Civil Engineer) City Traffic Engineering at (805) 200-5258, for email address/other pertinent information if needed. Traffic DetourSite Inspection = \$155.00
- _____ 12. After the destruction of wells, provide copies of all well logs and drilling information to the County of Ventura Water Shed Protection District, Ground Water Section.
- _____ 13. Add \$1.37 for each sheet (11" X 17" or less) to be document imaged typically 3 to 5 sheets.
- _____ 14. **Add 5% Permit Center Surcharge to all permit fees.**
- _____ 15. Estimate of total fees due at time of application submittal and **confirmed** with City staff if being sent by mail: \$ _____. Cash/checks/credit cards accepted (American Express not accepted).

Reference City of Oxnard Codified Ordinances: Chapter 22 – Article VI. Water Rights and Wells, Article VII. Construction, Repair, Modification and Destruction of Wells. Available @ www.oxnard.ca.us The City Clerk Department > The City Code.