



Building and Engineering Division  
City of Oxnard  
214 South C Street  
Oxnard, CA 93030  
805-385-7925  
[www.oxnard.org/build](http://www.oxnard.org/build)

### **Making Repairs to a Damaged Structure**

If a structure within the City of Oxnard has been damaged and is in need of repairs, a building permit for those repairs will be required by the City's Building and Engineering Division.

A permit is not required for emergency boarding up of the property to secure the contents.

Before a building permit can be issued to repair a damaged structure, a preliminary investigation by a City of Oxnard Building Inspector is required. You may call (805) 385-7925 or visit the Building and Engineering Division at 214 South C Street during regular business hours, or email [buildingpermits@oxnard.org](mailto:buildingpermits@oxnard.org) to begin the investigation process. A fee will be charged for the preliminary investigation.

The purpose of the preliminary investigation is to verify the extent of damage. It also serves as a guide for the person in responsible charge of the project who will design building plans, if they are required. If any utilities were shut off as a result of damage, ask the permit technician arranging the preliminary investigation to also issue a utility clearance permit.

In some cases, the property owner may apply for the permit to repair a damaged structure; other times, a licensed and insured contractor must apply for the permit. A City of Oxnard Permit Technician can clarify this for you. You can contact a Permit Technician by phone at (805) 385-7925 or by visiting the Building and Engineering Division at 214 South C Street during regular business hours. You can also send an email message to a Permit Technician at [buildingpermits@oxnard.org](mailto:buildingpermits@oxnard.org).

The types of permits, required submittals, and fees charged will vary depending on the extent of the repairs needed.

All portions of the structure that need to be repaired will have to conform to current Oxnard Building and Fire Code requirements.

If Yellow "RESTRICTED" or Red "UNSAFE" placards have been posted on the property, do not remove or alter them. The instructions on such postings must be followed until amended in writing by the Building Department or the placard is removed by authorized personnel. Please call (805) 385-7936 to speak with a Building Inspector about placards posted on a damaged structure only after the preliminary investigation has taken place.