

# Code Compliance Fee Schedule

---

County of Ventura • Resource Management Agency • Code Compliance Division

800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2463 • <http://www.vcrma.org/codecompliance/blu/index.htm>

Originally Adopted: June 2, 2009  
Revised Date: May 21, 2024

Attachment 1 Schedule C  
Effective:

---

## CHARGING MECHANISMS

The County's cost recovery program requires that applicable fee(s), service rates or fee deposits be stated in a schedule such as this one. These cost recovery mechanisms are described below:

1. "Nonrefundable" Fee - A nonrefundable "fixed-fee" is intended to cover the average cost of processing the subject permit or service. Once paid, this fee cannot be refunded if and when the subject application is withdrawn. No additional charges will be billed by the County should the cost of processing exceed the specified amount of this fee.
2. "Deposit" – means a lump sum cash deposit which is then billed against by the County based on actual County staff time expended, with no billing limit. County billings against the deposit are based upon the work hours expended multiplied by the current Contract Hourly Rate established by the Board of Supervisors. If final County costs do not exceed the deposit amount, the unused portion of the deposit shall be refunded to the applicant. If final County costs exceed the deposit amount, the applicant shall be billed for the balance due pursuant to the fee reimbursement agreement accompanying said deposit.

## BILLING POLICIES AND PROCEDURES

1. Calculating Fees for Service

Whenever a deposit is required for County Code Compliance services, the charge for services shall be based on the applicable contract hourly rate multiplied by the total time spent on the project. Charges for Non-refundable "Fixed-fee" services are calculated based on average time spent to provide such services multiplied by the current Contract Hourly Rate, or the annual staff costs for a program divided by the average annual number of violations processed.

2. Cost Recovery

The Board of Supervisors adopted the FY 2024-25 Budget Development Manual that, in part, provides for the recommendation of fees on a full cost recovery basis.

3. Contract Hourly Rate

The Board of Supervisors annually approves contract hourly rates. The contract hourly rate for Code Compliance Division is calculated to recover direct and indirect costs for chargeable activities. The current contract hourly rate also includes: (1) a surcharge of \$13.00/hour to partially offset the cost of maintaining digital information and Accela System for electronic violation tracking and; (2) a surcharge of \$12.75/hour to offset

the cost of maintaining the County's General Plan. The current Contract Hourly Rate for services provided by: (1) Code Compliance Officer is \$185.03; (2) the RMA Technician II (B/S) is \$127.26; (3) the Sr Paralegal is \$153.68; and (4) Sr Code Compliance Officer is \$220.57.

4. Equivalent Fees for Services Not Listed

Where a proposed Code Compliance service is not identified in this Schedule, the Code Compliance Director shall review the work characteristics of the proposed service in relation to the subject code compliance matter, and determine which of the items listed in this Schedule is most equivalent in type and processing time to that proposed. The fee or deposit for said use or application shall then be applied to the requested service.

5. Required Fees

The Ventura County Ordinance Code requires that services not be provided nor permits be issued until all required fees/deposits are paid. Thus, no services may be rendered nor permits issued unless they are accompanied by the fees/deposits specified in this schedule.

6. Billing Process

Code Compliance staff is required to maintain time-keeping records for all cases and associated permits. The Operations Division of the Resource Management Agency (RMA) monitors project charges and sends out statements/bills on a monthly basis. Prior to closing a case, a final bill will be sent out listing the balance due. This must be paid promptly to avoid accruing late fees.

7. Late Fees (for Late Payment)

Charges are due and payable within 30 days of billing. Invoices unpaid after thirty (30) days will incur a 2% late fee, compounded monthly.

Late Filing/Investigation Fees (Permits after construction/use inauguration)

In addition to the standard permit fees collected by the Building and Safety Division and/or the Planning Division, when a permit is issued for a building, structure or activity on a property issued a Notice of Violation because such building, structure or activity took place without the proper permits, a late filing fee and/or an investigation fee is collected on behalf of the Code Compliance Division. The late filing fee is collected by the Planning Division at the time the application for the appropriate land use permit is filed. The investigation fee is collected by the Building and Safety Division prior to, or at the time, of permit issuance. The amount of the fees shall be as established within the adopted Planning Division Fee Schedule and/or the adopted Building Code (Article 2, Chapter 1, Section 108.4.1 of Ordinance No. 4369).

<b>ENFORCEMENT OR COMPLIANCE RELATED ACTIONS</b>		
<b>Abatement Releases</b>		
Releases from Notice of Non-Compliance, Liens, and other recorded documents	<b>\$235</b>	(Nonrefundable) per document
<b>Informal Office Hearing</b>		
Informal Office Hearing	<b>\$500</b>	(Nonrefundable)
<b>Field Compliance Check and Probation Inspection</b>		
Field Compliance Check and Probation Inspection	<b>\$400</b>	Per Inspection (nonrefundable)
<b>Compliance/Settlement Agreement/Enforcement Deferment Agreement</b>		
Agreement Preparation (basic agreement and repayment plan)	<b>\$350</b>	(Nonrefundable)
Agreement Preparation (complex agreement involving multiple and/or discretionary permits)	<b>\$685</b>	(Nonrefundable)
Accessory Second Dwelling Unit Enforcement Deferment Agreement (for illegal ADU established prior to 1-1-20).	<b>\$625</b>	(Nonrefundable)
<b>FEES FOR SERVICES</b>		
Copy Services: Provide copies of documents, diagrams, tables, and other data.	<b>B&amp;W - \$0.040</b> <b>Color - \$0.110</b>	Per copy or printed page
Certified/Subpoena Documents	<b>\$0.10 + \$24.00</b>	<b>\$0.10</b> per page plus <b>\$24</b> per hour (to the nearest quarter hour).

Records Research: Research of records for other than the property owner – per address (copying costs shall be in addition to the research charge).	--	The lesser of Contract Hourly rate or \$24.00 per hour. A deposit, in an amount determined by the Division Director, may be required for research requests estimated to require significant staff time.
<b>MISCELLANEOUS FEES</b>		
<b>Witness Fees and Research</b> (Depositions, court appearances, analysis of records where County is not a party to the action (Gov't. Code Sec.68097.2))	<b>\$275</b>	Deposit for first scheduled day of testimony (plus, per State law, any expenses exceeding that amount, if applicable). This deposit is due prior to or upon acceptance of service of subpoena.  For each subsequent scheduled day of testimony, plus applicable expenses per State law, witness fees shall be charged at the current County Contract hourly rates of the personnel testifying in the case.
<b>Credit Card/ATM Card Processing Fee</b>	--	Fee established by Board of Supervisors contract for said services
<b>Returned Check Charge</b>	<b>\$40</b>	(Nonrefundable)
<b>Recording Documents</b>	--	Prevailing rate of the Recorder's Office
<b>Equivalent Fee for Services Not Listed</b>		
Services Not Listed	--	Amount determined by Code Compliance Director
<b>TEMPORARY RENTAL UNIT (TRU)</b>		
<b>TRU Permit Application Fee</b>	<b>\$1,525</b>	Nonrefundable
<b>TRU Re-Inspection Fee</b>	<b>\$200</b>	Nonrefundable
<b>STR Compliance Fee</b>	<b>\$500</b>	Deposit
<b>Homeshare Compliance Fee</b>	<b>\$100</b>	Deposit