



# Rebuild Letter Application

County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

**What is a Rebuild Letter?** A Rebuild Letter states an existing structure (conforming or nonconforming) may or may not be rebuilt in the event the structure is damaged or completely destroyed.

Applicants are advised to consult with Planning staff at (805) 654-2488 or [Plan.Counter@ventura.org](mailto:Plan.Counter@ventura.org) prior to applying for a Rebuild Letter.

## REQUIRED DOCUMENTS

- Completed Rebuild Letter Application
- Fee – (under [“Rebuild Letter” in the Planning Division Fee Schedule](#)). The Rebuild Letter Application will not be accepted for processing until the required fee is paid in full.
- Supplemental Information (e.g., building permits, assessor’s records), if requested by Planning Staff

Please complete the following:

### CONTACT INFORMATION

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SITE INFORMATION

Property Address: \_\_\_\_\_

Assessor’s Parcel No.(s): \_\_\_\_\_

Describe the existing uses and structures. For example, a single-family residence, a commercial building, retail stores, multi-family dwellings (with the number of units), etc.:

Describe which structures you wish to “rebuild”:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date