

ENCROACHMENT PERMIT APPLICATION PROCEDURE FOR FILMING ACTIVITIES

In order to complete an Encroachment Permit application process for filming within a County of Ventura road right-of-way, please note the following steps.

1. Apply online **NO LESS THAN 5 BUSINESS DAYS** in advance of the planned film date to schedule a road for filming and allow for the necessary processing time. Only online applications via our Citizen Access system will be accepted.

Note: An application submittal does not guarantee that the road or required inspection will be available. Film clearances depend on Road Maintenance approvals and the availability of a Public Works Inspector.

To apply online go to vcca.ventura.org then click on the words “Film Permits” to the right of the film reel icon on the right sidebar to obtain instructions for using the online system. The instructions to create a user account are also listed in the right sidebar at the top.

2. Fees:

- Upon receipt of an application the Encroachment Permit staff will calculate the fees due for the permit. We will notify applicant a minimum of 48 hrs prior to the requested filming date of the total fee due.
- The full payment of fees **MUST BE RECEIVED PRIOR TO START OF FILMING.**
 1. **By check:** Make the check payable to County of Ventura and send next-day delivery to 800 S. Victoria Avenue, Ventura, CA 93009-1620 Attn: Transportation Department.
 2. **By credit card:** Credit card payments can be made using Citizen Access. A 2.35% processing fee will apply (minimum of \$3.95). If you need assistance with online payments, please contact technical support at (805) 654-7646.
 3. **In-person:** Checks payable to the County of Ventura or cash can be delivered in-person between 8am & 4:30pm, Monday through Friday at the Hall of Administration, Public Works Permit Counter, 800 S. Victoria Avenue, Ventura, CA 93009. The Public Works Permit Counter is at the top of the escalator.

Note: Applications requesting a full road closure requires special procedure and no less than 15 business days advance application.