



Temporary Housing After a Disaster (THAD) Application Instructions

County of Ventura • Resources Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009 • (805)654-2488

www.vcrma.org/divisions/planning OR <http://venturacountyrecovers.org>

1. To apply for a temporary housing unit, please submit this form and the required site plan of the property. A hand-drawn site plan is permissible.
2. A full, true and correct account of the proposed project must be provided, or processing of the THAD permit may be deemed invalid and nullified.
3. Incomplete or missing information may cause delays in processing your THAD permit application.
4. Refunds are not provided after a THAD permit has been issued.
5. Issuance of a THAD permit does not guarantee issuance of a Building Permit from the Building & Safety Division, or any other related permits from other divisions such as Public Works or Environmental Health.
6. If debris has to be removed from the site to accommodate the placement of a temporary housing unit, the California Department of Toxic Substances (DTSC) must inspect the debris and give clearance before debris removal can commence or reconstruction can begin. Please contact the Environmental Health Division if you need more information regarding debris removal or potentially hazardous household waste.
7. All temporary housing units must have a sleeping area, kitchen, sanitation facilities (e.g. toilet and shower), connection to an approved source of potable water, an approved wastewater discharge connection (e.g. existing sewer line or septic system) and an approved electrical connection to be considered habitable. Please understand that composting toilets cannot substitute for toilets connected to sewer or septic systems.
8. Temporary housing units are permitted for one year, during which time, a Building Permit for the reconstruction of your home must be approved.
9. After a Building Permit has been issued, the THAD permit will be converted to a temporary dwelling during construction permit and you will be given an additional 12-months to reconstruct your home.
10. You will have 45 days after Building and Safety has issued a final inspection for the reconstructed home to use the temporary housing unit.
11. If protected trees have to be removed to accommodate placement of the temporary housing unit, a tree permit may be required. For more information please use this link:

<https://www.vcrma.org/tree-permits-and-the-tree-protection-ordinance>

Provide the Following Materials with the THAD Clearance Application

1. Please provide a site plan for the temporary housing unit which graphically depicts the following:
 - a. Dimensioned property lines;
 - b. The location of the temporary housing unit;
 - c. Adjacent roadway, driveways and any other means of access to the subject property;
 - d. Any easements that are located within the property that can affect the placement of the temporary housing unit;
 - e. The location of the wastewater facility (i.e.: septic tank and lines or sanitary sewer connection and lines);
 - f. The location of water approved water source. If it is a well show the well and tank sites. If it is public water source show the location of connection and the method of connection (e.g. new pipes or hose);
 - g. The location of any hazardous trees that may need to be removed from the subject property to make it safe for use or trees that need to be removed to accommodate the placement of your temporary housing unit; and
 - h. The location of any river or creek that may be on the property and the associated floodway.
2. **THAD Application Fee** for the Planning Division for a Temporary Housing After Disaster permit has been waived by the Ventura County Board of Supervisors. It is expected that the Board of Supervisors will be considering fee waivers for other permits needed to rebuild or repair fire-damaged or destroyed residences to assist victims of the Thomas Fire.
3. **Application Form** filled out completely.



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Applicant Provided Information

Owner's Name: _____

Phone: _____ Cell: _____ Email: _____

Owner's Address: _____ Zip _____

Applicant's Name: _____

Phone: _____ Cell: _____ Email: _____

Applicant's Address: _____ Zip _____

Site Address: _____

Cross Streets: _____ & _____

Assessor Parcel No(s): _____

Do you have debris on the property that has to be removed to allow for the temporary housing unit? Yes No

Has DTSC inspected your property? Yes No

Has DTSC cleared your property for construction? Yes No

Please tell us about the temporary housing unit

a. Is your temporary housing unit on the same lot as the house you are reconstructing? Yes No

b. Were you living in the house before it was destroyed? Yes No

c. What kind of temporary housing unit are you using?

- Recreational Vehicle Trailer Manufactured Home
 Tiny House on Wheels Tiny House on the Ground

Does your temporary housing unit have the follow (please check all that apply)?

- Kitchen Bath/Shower Composting Toilet Flushing Toilet
 Sleeping Area

Will your toilet be connected to sanitary sewer or septic?

- Sanitary Sewer Septic

How will potable water be provided?

- Connection to Public Water Utility Private Well

How will electrical power be provided? Public Utility Private Utility

- d. Are you removing trees to accommodate the temporary housing unit? Yes ____ No ____
- e. Your temporary housing unit is permitted for one year, after which, a building permit is required for reconstruction of your home destroyed during the disaster.
 I understand
- f. How was your lot created? Subdivision Tract Map Deed Other, please explain below

- g. Once you pull a building permit, the temporary housing unit will be converted to a permit (i.e.: “temporary dwelling during construction” permit) that will allow the temporary housing unit to remain for 12 additional months while you reconstruct your home. I understand

For Office Use

Applicant Name: _____

Date Received: _____

Lot Size: _____ sq. ft. _____ acres

Violation: _____ Legal Lot Status: _____

Zoning: _____

General Plan Land Use Designation: _____

Area Plan Land Use Designation: _____

LCA contract: _____

Previous permits on site: _____

Sq. ft. of Gross Floor Area Ministerially Allowed for Structure: _____

On site hazards: _____