CITY OF MOORPARK

Building & Safety Division

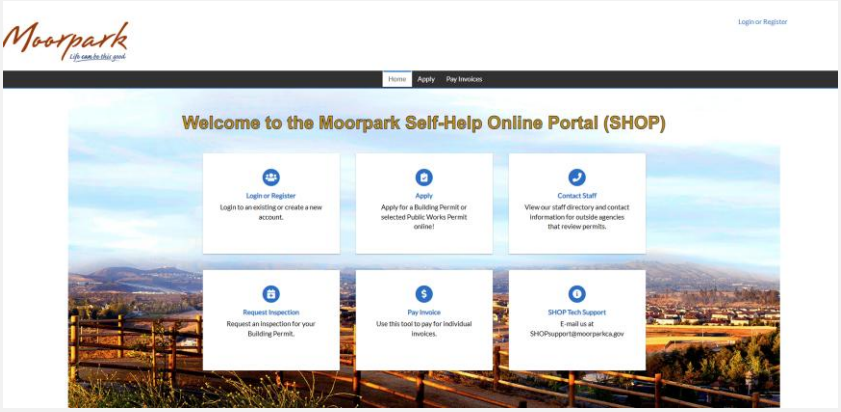
START HERE – PERMIT APPLICATION GUIDE

323 Science Drive, Moorpark, CA 93021
Building & Safety: (805) 517-6272 | Main City Phone: (805) 517-6289
Building@MoorparkCA.gov | Moorparkca.gov

Walk-In Hours

7:30 AM – 1:00 PM (After 1:00 PM appointment required)
(In-person register payments must be completed by 4:00 pm.)
City offices are closed every other Friday. Check the City website for the schedule.

Permit Application Steps

Step 1	Create an Online Portal Account (EnerGov SHOP) at www.moorparkca.gov/shop 
Step 2	Submit a permit application and upload plans, specs, calculations, and authorization letters.
Step 3	City staff reviews the application for completeness.
Step 4	Applicant receives invoice for plan check fees.
Step 5	Plan review begins (10 working days). Building, Planning, and engineers review concurrently.
Step 6	Applicant receives results: Approved or Corrections Required.
Step 7	If corrections are required, upload revised plans to the portal.
Step 8	Email staff at Building@MoorparkCA.GOV after uploading revisions so your project returns to the review queue, and include plan check number.
Step 9	Revision review occurs (typically 5 working days).
Step 10	Final payment made and permit issued.

Important Notice

Uploading revisions to the portal DOES NOT automatically restart plan review. Please email Building@MoorparkCA.gov after uploading revisions so your project can be returned to the review queue.

Frequently Asked Questions

These are the most common questions we receive at the counter and by email.

Do I need a permit for my project?

Most construction projects require a permit, including new structures, additions, remodels, and many electrical, plumbing, and mechanical projects. If you are unsure, contact Building & Safety at (805) 517-6276 before starting work or visit: www.moorparkca.gov/1232

How do I apply for a permit?

Most permits must be submitted through the City's Online Permit Portal (EnerGov SHOP). Create an account, submit the application, upload required documents, and pay plan check fees when invoiced.

When does plan review begin?

Plan review begins after the application is accepted and the plan check fee has been paid. Typical initial review time is approximately 10 working days.

What happens if corrections during plan check are required?

You will receive a correction notice by email. Upload revised plans to the portal, then email Building@MoorparkCA.gov so staff can return your project to the review queue.

I uploaded revisions. Why has my plan review not restarted?

Uploading revisions does not automatically restart plan review. Staff must be notified by email at Building@MoorparkCa.gov after revised plans are uploaded.

Can I submit plans in person?

No, projects that require plan review must be submitted through the online portal. Building & Safety staff can help guide applicants through the process during walk-in hours.

For schedule, visit: www.moorparkca.gov/hours

Why might I need outside agency approvals?

Some projects require review or approval from outside agencies such as the Fire Department, Waterworks District, Environmental Health, Air Pollution Control District, or other agencies before the City can issue a permit.

What happens after I receive my permit?

Log into the portal to download and print your permit and inspection card. Keep the inspection card on-site for the inspector to sign.

How do I schedule inspections?

Once your permit is issued, inspections can be scheduled through the online SHOP portal or the Inspection Hotline at (805) 517-6274.

What if I receive corrections during inspection?

Complete corrections and schedule re-inspection before proceeding.

When is my project finaled?

After all inspections are approved and final sign-off is completed.

Staff and Agency Contacts

Building & Safety Staff Contacts

Name	Title	Phone	Email
Dane Lovett	Deputy Building Official	(805) 517-6276	DlovettCAA@moorparkca.gov
Brandon Sullivan	Building Inspector	(805) 517-6224	bsullivanCAA@moorparkca.gov
Nery Gaitan	Building Inspector	(805) 517-6224	ngaitanCAA@moorparkca.gov
Erick Cisneros	Permit Technician	(805) 517-6277	ecisnerosCAA@moorparkca.gov
Veronica Castillo	Permit Technician	(805) 517-6272	vcastilloCAA@moorparkca.gov
Inspections Hotline		(805) 517-6274	

Planning Division Staff Contacts

Name	Title	Phone	Email
Doug Spondello	Community Development Director	(805) 517-6251	dspondello@moorparkca.gov
Gene Burse	Deputy Community Development Director	(805) 517-6234	gburse@moorparkca.gov
Philip Neumann	Senior Planner	(805) 517-6230	pneumann@moorparkca.gov
Areli Perez	Associate Planner II	(805) 517-6210	aperez@moorparkca.gov
Blake Erickson	Assistant Planner	(805) 517-6258	berickson@moorparkca.gov

Outside Agency Contacts

Agency	Phone	Address / Notes
Ventura County Fire Department	(805) 389-9738	2400 Conejo Spectrum Street, Newbury Park, CA 91320
Ventura County Waterworks District No. 1	(805) 378-3000	6767 Spring Road, Moorpark, CA 93021
Ventura County Environmental Health Division	(805) 654-2813	800 S. Victoria Avenue, Ventura, CA 93003
Ventura County Air Pollution Control District	(805) 645-1400	669 County Square Drive, Ventura, CA 93003
Ventura County Watershed Protection District	(805) 654-2018	800 S. Victoria Avenue, Ventura, CA 93003
Southern California Edison	(800) 655-4555	Customer Service

Southern California Gas Company	(800) 427-2200	Customer Service
Regional Water Quality Control Board – Los Angeles	(213) 576-6683	320 W. 4th Street, Suite 200, Los Angeles, CA 90013
Moorpark Unified School District	(805) 378-6300 ext. 1418	5297 Maureen Lane, Moorpark, CA 93021
California Department of Fish and Wildlife	(805) 467-4201	State Office