



## **HANGAR MODIFICATION APPROVAL REQUEST**

County of Ventura Department of Airports (DOA) Hangar Tenants are required to submit a Hangar Modification Approval Request to conduct Hangar Renewal-Repair and or Hangar Modifications. These activities are classified as either Minor or Complex Modifications.

Hangar Renewal-Repair shall be defined as hangar component 'Like for Like' replacement are classified as Minor Modifications. Modification of Hangar Systems and or Structural Alterations are classified as Complex Modifications. Hangar Modifications of any kind shall conform to building codes and regulations of the presiding jurisdiction(s).

DOA will review submitted satisfactorily completed requests and at its discretion issue an approval decision in writing. Complete Requests for Minor Modifications deemed acceptable and not requiring permits shall receive an approval & authorization to proceed (ATP) under terms and conditions set forth by the DOA.

Requests for Complex Modifications undergo a more elaborate review, documentation and approval process. Satisfactorily submitted complete and acceptable requests for Complex Modifications will first receive a Conditional Approval from the DOA. A Conditional Approval from the DOA is required by the County of Ventura Department of Building and Safety to initiate the project review and the applicable permitting process.

Upon completion and submittal of required documentation, the DOA will at its discretion issue a Project Approval enabling requester to obtain the necessary permits and proceed with the project under terms and conditions set forth by the DOA and the permitting authorities.

Please submit the attached Hangar Modification Approval Request Form to Ventura County Department of Airports at the following address:

County of Ventura Department of Airports  
Project Administration, Attn. Lance Laffoon  
555 Airport Way, Suite B  
Camarillo, CA 93010  
Office (805) 388-4255, Fax (805) 388-4366  
[Lance.Laffoon@ventura.org](mailto:Lance.Laffoon@ventura.org)

# HANGAR MODIFICATION APPROVAL REQUEST



<b>Date Submitted:</b>		<b>- Department of Airport Use Only -</b>	
<b>Airport (circle) OXR / CMA &amp; Hangar ID:</b>		<b>Conceptual Approval By &amp; Date:</b>	
<b>Owner Tenant (Print):</b>  <b>(Sign &amp; Date):</b>		<b>Project Approval / Denied (circle) By &amp; Date:</b>	
<b>Mailing Address:</b>			
<b>Phone:</b>		<b>FAX:</b>	
<b>Phone:</b>		<b>Email Address:</b>	
<b>Type of Modification (Circle all that apply):</b> Aesthetic   Structural   Mechanical   Electrical   Other			
<b>Estimate Start Date:</b>		<b>Estimated Completion Date:</b>	
		<b>Estimated Cost:</b>	
<b>Detailed Description of Renewal-Repair or Alteration-Modification (attach additional sheets as necessary):</b>			
<b>List &amp; attach provided requested documentation such as Drawings, Sketches, Photographs, Part Numbers:</b>			
<b>- Department of Airport Use Only -</b>			
<b>DOA Notes:</b>			
<b>Explanation for Request Denial:</b>			