



## Hangar Modification Approval Request

County of Ventura, Department of Airports (DOA) Hangar Tenants are required to submit a **Hangar Modification Approval Request** to conduct any repair or modifications to existing hangars. These activities shall be classified as either a Minor Modification or a Complex Modification.

Minor Modifications shall be classified as any work to the hangar that will replace “like-for-like” components on the existing hangar.

Minor Modification Requests shall be reviewed by DOA staff. Notification shall be returned in writing. Requests shall be approved, approved with conditions, or denied.

Complex Modifications shall be classified as any modifications to the hangar that shall alter any structural components to the existing hangar. Complex Modifications shall conform to Building and Safety and Fire Department requirements and regulations per the latest edition of the Ventura County Building Code.

Complex Modification Requests shall be reviewed by DOA staff. If approved, a Conceptual Approval shall be issued by DOA based on issuance of permits from Building and Safety and Fire Department. Upon completion and submittal of all documentation, DOA will issue Final Approval permitting the Complex Modifications to proceed under terms and conditions set forth by DOA, Building and Safety, and Fire Department.

**Hangar Modification Approval Requests** and any questions are to be submitted to:

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  
Email: [lance.laffoon@ventura.org](mailto:lance.laffoon@ventura.org)

# HANGAR MODIFICATION APPROVAL REQUEST



<b>Date Submitted:</b>	<i>- Department of Airport Use Only -</i>	
<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>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>		
<i>- Department of Airport Use Only -</i>		
<b>DOA Notes:</b>		
<b>Explanation for Request Denial:</b>		