



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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BUILDING PERMIT APPLICATION CHECKLIST

Minimum required documents to submit for Building Permit:

- 1 permit application with all fields and applicable declaration(s) completed (double sided)
- 1 copy of an 8 ½" x 11" plot/site plan with all applicable information
- 3 copies of construction (Building or Grading) plans

Minimum required documents to submit for Manufactured or Mobile Home Permit:

- 1 permit application with all fields and applicable declaration(s) completed (double sided)
- 1 copy of an 8 ½" x 11" plot/site plan with all applicable information
- 2 copies of Manufactured Home insulation Manuel OR Manufactured Home block set up
- 2 copies of Manufactured Home permanent foundation plans OR Manufactured home engineered tie down system

Other documents that may be required for submittal OR prior to permit issuance:

- 2 copies of Title 24- Energy Compliance (conditioned space)
- 2 copies of engineering calculations with "wet" signature
- 1 copy of approved Cal Fire application and conditions of approval
- 1 copy of Fire Department approval (local responsibility areas)
- 1 copy of Air Quality approval
- 1 copy of "Class K" wavier form completed
- 1 copy of current recorded deed
- 1 copy of school impact fees (Anderson Valley & Mendocino Unified)
- 1 copy of sewer district approval
- 1 copy of water district approval
- 1 copy of MS4 handout (if in MS4 area)
- 1 copy of agent authorization form completed by property owner