COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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GUIDELINES FOR ONLINE PERMIT APPLICATIONS

NOTE: Applications received online are processed in the order they are received and are **not** given priority review. Following the application process, make sure to submit all required attachments for your permit type, as defined in the *Guidelines for Online Permit Applications, by emailing the documents to* pbsplan@mendocinocounty.org. Once a web permit has been applied for, staff will review the application within 5 working days and contact the applicant with questions, if necessary. Planning & Building Services staff will contact the applicant when the permit is ready to issue. If you have additional questions, contact staff at 707-234-6650 or (email) pbs@mendocinocounty.org.

APPLICATION PROCESS: The **Building Permit Application Types** below may be applied for online. To begin the application process, all required documents must be emailed to pbsplan@mendocinocounty.org, with the Building Permit number and name of document in the subject line. Once all documents have been submitted to Planning and Building for review, the Plan Check process will begin. Staff will notify the contact person if there is any missing or incomplete information. If there are missing or incomplete documents, the application will be put on HOLD, pending the submittal of a complete application. If you have any questions regarding the application process, please contact staff at 707-234-6650 or email pbs@mendocinocounty.org.

EMAIL: Email documents to **pbsplan@mendocinocounty.org**. Please include the Building Permit number, Site Address, and name of the document in the subject line of your email. *Example: Permit BP_2019-0001, 501 Low Gap Rd, Ukiah Plot Plan and Cal Fire packet.*

FORM LOCATION ONLINE: All Planning and Building Forms and Handouts are Available at: https://www.mendocinocounty.org/government/planning-building-services/forms-and-handouts

BUILDING PERMIT APPLICATION TYPES THAT DO NOT REQUIRE ATTACHMENTS

1. **Reroof Online**
2. **Utility Online**
3. **Electrical Online**

BUILDING PERMIT APPLICATION TYPES THAT *REQUIRE* ATTACHMENTS

Plan Check will not begin until ALL documents have been received and determined to be "complete".

AG EXEMPT ONLINE: (Hoophouse, Greenhouse or Barn)

To apply for an Ag Exempt Structure Online, the following must be completed and emailed to
pbsplan@mendocinocounty.org *(The Permit Number, Site Address, and name of document must be in the subject line of the email)*

1. Application for Agricultural Exemption
2. Plot Plan Requirements (must 8.5x11 or 11x17 inches only)
3. Construction Plans (must be a minimum of 11x17 inches)
4. Engineers Approval- All structures over 1,000 sqft must be designed by CA licensed Architect or Engineer
5. Barn or Greenhouse-Electrical plans designed by CA licensed Engineer, or CA licensed Electrical Contractor
6. Cal-Fire Application Plus the Conditions of Approval provided by Cal-Fire- *if applicable*
7. Local Fire Authority approval- *if applicable*

POND EXEMPTION ONLINE:

To apply for a Pond Exemption Online, the following must be completed and emailed to
pbsplan@mendocinocounty.org *(The Permit Number, Site Address and name of document must be in the subject line of the email)*

1. Complete the Pond Exemption Application
2. Schedule an Inspection

GRADING PERMIT ONLINE:

To apply for a Grading Permit Online, the following must be completed and emailed to
pbsplan@mendocinocounty.org *(The Permit Number, Site Address and name of document must be in the subject line of the email)*

1. Building Application
2. Complete the Plot Plan Requirements (must by 8.5x11 or 11x17 only)
3. Construction/Grading Plans (showing cut, fill, slopes and percentages-must be 11x17 or larger)
4. Engineering Calculations
5. Cal-Fire Application Plus the Conditions of Approval provided by Cal-Fire- *if applicable*

NEW STRUCTURE ONLINE:

To apply for a New Structure Online, the following must be completed and emailed to **pbsplan@mendocinocounty.org** *(The Permit Number, Site Address and name of document must be in the subject line of the email)*

SUBTYPES
- **Manufactured Home No Foundation**
  1. Building Application
  2. Complete the Plot Plan Requirements (must by 8.5x11 or 11x17 only)
  3. Manufactured/Mobile Home Booklet
  4. Tie-down system, blocks, etc. if not submitting on a foundation
  5. Cal-Fire Application Plus the Conditions of Approval provided by Cal-Fire- *if applicable*

- **Manufactured Home With Foundation**
  1. Building Application
  2. Complete the Plot Plan Requirements (must by 8.5x11 or 11x17 only)
  3. Manufactured/Mobile Home Booklet
  4. Foundation Plans
  5. Cal-Fire Application Plus the Conditions of Approval provided by Cal-Fire- *if applicable*

OTHER DOCUMENTS THAT MAY BE REQUIRED UPON REQUEST: Below is the typical list of documents needed to apply for a building permit (also useful to download is the Building Permit Checklist). All forms and handouts are available on the department's website: https://www.mendocinocounty.org/government/planning-building-services/forms-and-handouts.

- ✓ Agent/Applicant Authorization Form (if not the property owner or CA Licensed Contractor)
- ✓ Plot Plan Requirements (must be reduced to 8.5x11 or 11x17 inches only)
- ✓ Construction/Structural Plans (must a minimum of 11x17 inches or larger)
- ✓ Cal-Fire Application Plus the Conditions of Approval provided by Cal-Fire
- ✓ Engineering Calculations or Engineers Approval
- ✓ Class K Waiver form
- ✓ Recorded Deed for the Site
- ✓ Local Fire District Approval (required for any commercial greenhouse or cannabis building)
- ✓ Sanitation/Sewer District Approval
- ✓ Water District Approval
- ✓ School District Impact Fee Letter
- ✓ Self Certification for Smoke Alarms and Carbon Monoxide
- ✓ MS4/Stormwater Plancheck Packet
- ✓ Special Inspection Form
- ✓ Manufactured/Mobile Home 433 A Form- Must be submitted with a Deed