



**COUNTY OF MENDOCINO
SHARED SERVICES COUNTER**

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482

ENVIRONMENTAL HEALTH: 707-234-6625 • PLANNING AND BUILDING SERVICES: 707-234-6650

QUICK CHECK INFORMATION

All permit applications must be complete and contain all necessary documents to be eligible for quick check. Those documents include, but are not limited to:

- ✓ Building Application
- ✓ Plot/Site Plan (see site plan requirements for further information)
- ✓ 3-sets of Construction plans
- ✓ CalFire Application & Conditions for detached structures
- ✓ Agent Authorization form (if not the Deeded property owner or CA Licensed Contractor)

[Quick Check Available Tuesdays & Thursdays 8:00 a.m.-12:00 p.m.](#)

Application Types NOT Eligible for Quick Check Include:

- Business License
- Ag Exempt Structures
- Commercial or Industrial Projects
- Violations*
- Bedroom Additions
- Detached Bedrooms

***Note: Applications directly related to a Code Violation under investigation by the Code Enforcement Division will be considered by the Department on a case by case basis, and may not be accepted for quick check.**

Permits: To receive Quick Check review of permit applications, all necessary information must be included in the application and the applicant must be present to clarify information and answer questions that may arise from file review. **Please be aware that some applications require engineering or approval from other public entities such as Local Fire Districts and may not be eligible for quick check.** The applicant shall submit a properly completed Permit Application Form. Building Division staff will review plans and documents to determine whether or not they are sufficiently complete to qualify for Quick Check. Approvals by all pertinent outside agencies (Fire, Water, Air Quality, School) must be obtained prior to submittal for Quick Check. To assure approval of the submittal, please ensure that submitted documents are drawn upon suitable material (electronic submittal okay), and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed.

PROJECTS THAT MAY BE ELIGIBLE FOR QUICK CHECK:

RESIDENTIAL PROJECTS:

- New Roof Framing (With No Major Structural Work)
- Decks, Patio Covers & Porches
- Pools & Spas
- Minor Alterations & Repairs (Non-Structural)
- Carports/Garage
- Water Tanks
- Fences Over 7' in Height
- Retaining Walls
- Roof-Mounted Solar Systems
- Retrofit Foundations
- Solar (Over 7' off Ground)
- Accessory Structures <500 s.f.