



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 Available Tuesdays & Thursdays 8:00 a.m. to 1:00 p.m.

Quick Check is made possible through the collaboration of Planning & Building Services, Environmental Health, and the Department of Transportation, all of which have committed to scheduling key staff for counter service in Ukiah on these days for qualifying projects.

- ❖ **Information:** Public interaction with Quick Check will result in a more comprehensive understanding of:
 - The departments and agencies that may be involved in a project.
 - The permit process, including which permits may be required.
 - Potential development issues.
 - County requirements.
 - Estimated timelines
 - Available resources
- ❖ **Business Licenses:** Quick Check review of applications for business licenses may also result in expedited processing. As with permits, to receive Quick Check services, the applicant must be present along with a properly completed business license application. Please note that businesses operating in the coastal zone are not eligible 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. ***Please be aware that some applications require engineering or approval from other public entities.*** 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 INCLUDE:

- ❖ **RESIDENTIAL PROJECTS:**
 - Agriculture Exempt Buildings
 - 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.
 - Other minor work as determined by the building division staff.
- ❖ **COMMERCIAL and INDUSTRIAL PROJECTS:**
 - Re-roofs
 - Other minor work as determined by the building division staff.
- ❖ **OTHER PERMITS:**
 - Community Event Food Permits
 - Monitoring Well Construction Permits
 - Septic Tank Permit - Installation/Replacement/Destruction
 - Water Well Destruction Permits
- ❖ **Note: Properties with unresolved code violations are ineligible for Quick Check.**