



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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DECEMBER 13, 2022

ETRAKIT ONLINE PERMITTING ~ INSTRUCTIONS

eTrakit allows the Public and Contractors the ability to apply for the most commonly requested Building Permits online. This helpful tool gives registered users access to submit a permit application online *without* entering the Planning & Building Department. Once an individual creates a user account, they can access a portal to submit an application for review and pay the non-refundable Prepaid Planchek Service fee to begin the plan review process. *Please note that submitting an application does not guarantee that a permit will be issued.*

The following permit types are currently available for submittal through eTrakit:

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|---------------------------------------|--|
| 1. Reroof Online Sheathing | 12. Ag Exempt Barn |
| 2. Reroof Online No Sheathing | 13. Ag Exempt Hoophouse |
| 3. Replace Heater or AC Unit | 14. Ag Exempt Greenhouse |
| 4. Replace Water Heater | 15. New Manufactured Home- No Foundation |
| 5. Move, Replace, Extend Gas Line | 16. New Manufactured Home- With Foundation |
| 6. Move, Replace, Extend Water Line | 17. Ground Mount Solar Permit |
| 7. Electrical New 200 Amp Service | 18. Roof Mount Solar Permit |
| 8. Electrical Upgrade Service 200 Amp | 19. Demolition Permit |
| 9. Electrical Replace Meter or Panel | |
| 10. Pond Exemptions | |
| 11. Grading Permit | |

Additional Services Available Online Include:

- Scheduling Building Inspections (Requires Contractor or Public Registration)
- Paying Permit Fees (Requires Contractor or Public Registration)
- General Search for Public Information related to Building Permits, Planning Applications, and Parcel Data
- General Zoning Information
- Email specific questions to the Department for review

The pages following this cover letter will detail the information needed to successfully complete an online application for each of the above permit types.

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 **ATTACH** all required documents for your permit type, as defined in the ***Guidelines for Online Permit Applications- These items must be attached when submitting an application.*** Once a online permit has been applied for, **and is deemed to be complete**, staff will review the application for completeness within 5 working days and contact the applicant with questions, if necessary. Planning & Building Services staff will also 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 ATTACHED to the application with the Building Permit number and name of document in the attachment field. **STAFF WILL NOT REVIEW AN INCOMPLETE APPLICATION.** Staff will notify the contact person by email, 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.

ATTACHMENTS: Please include the Building Permit number, Site Address, and name of the document as the name of the attachment. *Example: 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 REQUIRE MINIMAL ATTACHMENTS

PLEASE ATTACH: 1.) BUILDING APPLICATION, and 2.) PLOT PLAN.

- 1. Reroof Online**
 - 2. Utility Online**
 - 3. Electrical Online**
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BUILDING PERMIT APPLICATION TYPES THAT REQUIRE MULTIPLE ATTACHMENTS

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

AG EXEMPT ONLINE: (Hoophouse, Greenhouse, Shipping container or Barn)

To apply for an Ag Exempt Structure Online, the following must be completed and **Attached to the Application online.**

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

To apply for a Pond Exemption Online, the Application must be completed and **Attached to the Application online.**

1. Complete the [Pond Exemption Application](#)
 2. [Plot Plan Requirements](#) (must 8.5x11 or 11x17 inches only)
 3. Schedule an initial Inspection
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GRADING PERMIT ONLINE:

To apply for a Grading Permit Online, the following must be **Attached to the application online.**

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*
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NEW STRUCTURE ONLINE:

To apply for a New Structure Online, the following must be completed and **Attached to the Application online.**

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*

DEMOLITION ONLINE:

To apply for a DEMOLITION Permit Online, the following must be completed and **Attached to the Application online.**

1. [Building Application](#)
2. Complete the [Plot Plan Requirements](#) (must by 8.5x11 or 11x17 only) to show what is to be demolished
3. Air Quality Management District Clearance Letter

SOLAR ONLINE:

To apply for a Solar Permit Online, the following must be completed and **Attached to the Application online.**

SUBTYPES

- **Roof Mount Solar**
 1. [Building Application](#)
 2. Complete the [Plot Plan Requirements](#) (must by 8.5x11 or 11x17 only)
 3. Construction Plans (must be a minimum of 11x17 inches)
- **Ground Mount Solar**
 1. [Building Application](#)
 2. Complete the [Plot Plan Requirements](#) (must by 8.5x11 or 11x17 only)
 3. Construction Plans, Line diagrams (must be a minimum of 11x17 inches)

ALL REQUIRED DOCUMENTS MUST BE ATTACHED TO BEGIN PLAN CHECK OR THE PERMIT WILL BE PLACED ON HOLD.

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](#)