

How many sets of plans do I submit?

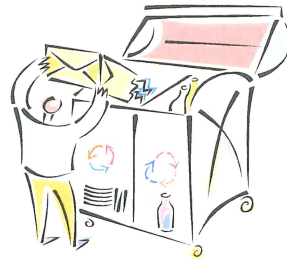
Four sets of plans are needed for residential projects. Five sets are needed for commercial and multi-family building permits. Six sets are needed for permits such as restaurants that require Environmental Health review. When applicable, two of the five sets must be wet-signed by an engineer. When applicable, two wet-signed Title 24 sets are required. If your project includes a new water or sewer hook-up you need to submit an 8½" x 11" water/sewer location map.

What else do I need to know? The City contracts with the County of Mendocino for building inspection services. Use County building permit application forms to file for a building permit in the City. Building permit application forms are available at the County Building Dept. and City Hall. The County Building Inspector is an excellent source for advice about construction methods.

If you plan to do work in a public right-of-way (street, sidewalk, alley, etc.) you will need an encroachment permit from the City Clerk's office.

Many types of construction waste products can be recycled. State law requires local jurisdictions to implement construction waste management ordinances to divert construction materials from landfills.

Construction and demolition projects often require a refundable Waste Recycling Deposit and completion of the City's Waste Management Checklist. The Checklist helps builders identify materials from a particular project that can be recycled or diverted from the local landfill. Contact CDD for information about



recycling targets, deposit rates per square foot, and documentation you will need claim a refund of your Waste Recycling Deposit.

Questions? We're here to assist you!

Community Development Dept.	961-2827
<i>Email: CDD@fortbragg.com</i>	
County Building Inspector	964-5379
Building Inspection Hotline	961-2677
Public Works Dept., City Clerk	961-2823
Fire Dept.	961-2830
County Environmental Health	453-4466

City of Fort Bragg
416 North Franklin Street
Fort Bragg, California 95437
Fax (707) 961-2802
<http://city.fortbragg.com>

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Building Permit Review Process



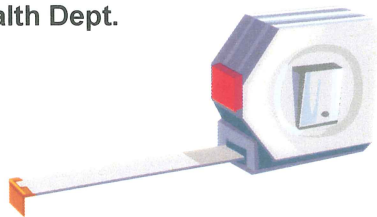
City of Fort Bragg

Community Development Department



Who reviews my building permit application? Both the County of Mendocino **Building Dept.** and the City's **Community Development Dept.** (CDD) have roles processing building permits for properties within City limits, and these include:

- The City's Community Development Department (CDD) reviews planning and zoning matters such as setbacks, height limits, type of land use, parking, lot coverage, etc.
- Some building permits also are reviewed by the City's **Public Works Dept.** for water and sewer connections, grading, drainage, sidewalk, and driveway requirements.
- Building permit applications for commercial or multi-family projects are reviewed by the **Fire Dept.**
- The County Building Dept. reviews all building permits for compliance with the State Building Code and is the agency that plan checks and issues building permits.
- Permits involving food service are reviewed by the County **Environmental Health Dept.**



Where do I turn in my building permit application? Mail or bring your building permit application to the **Community Development Dept.** at City Hall, 416 North Franklin St. Many building permits require little review from the City, and a Planner can sign off on them at the counter for the applicant to take with them to the County Building Dept., 120 West Fir Street.

What happens next?

Building permits that require more review are routed by CDD to Public Works, and/or the Fire Dept. for input before being forwarded to the County Building Dept. The Building Dept. does plan check and tells the City the valuation amount. City staff will calculate fees, some of which are based on that valuation figure, and calls you to let you know what City fees are due. You pay the City (and School District, if applicable) first, and take the receipts to the County Building Dept. Once you've paid the County's fees they will issue your building permit.



Call the County's inspection hotline, (707) 961-2677, to schedule building inspections when your project reaches key phases.

Who collects fees for building permits?

The **City** has fees based on the valuation of the project, a figure determined by the County Building Dept. Depending on the size and type of project the City may also charge fees for grading, drainage, water, and sewer. If your project entails blocking a public right of way (street, sidewalk, alley, etc.) you will have to pay encroachment permit fees. A processing fee and refundable Waste Recycling Deposit is also charged for applicable construction or demolition projects.

- The **County** also charges fees for building permits. Contact the Building Dept. for information about County fees.
- Certain permits are subject to school impact fees. **Fort Bragg Unified School District's** office is located at 312 South Lincoln Street.
- The **Fire Dept.** can also charge a fee for their review of commercial and multi-family building permits. Their address is 141 North Main Street.

