

**Pre-Application Checklist**

**Project Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following is a list of potential permits and fees which you may have to obtain and/or pay as you pursue your new project.

**The City recommends that you request a one hour pre-application meeting so that you can understand the development and business approval process and requirements.** This checklist was completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, based our understanding of your project on \_\_\_/\_\_\_/\_\_\_\_\_. Requirements may change if your project changes or if new information is communicated to the City about your project.

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| **Permit** | **Contact** | **Required Documents** | **Timing** |
| **COMMUNITY DEVELOPMENT DEPARTMENT (707) 961-2827** |
| * Use Permit/Minor Permit
* Coastal Development Permit
* Design Review
* Variance
* CEQA Review (EIR,MND,ND)
* Lot Line Adjustment
* Subdivision
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Marie JonesDirectormjones@fortbragg.comScott PerkinsAssociate Plannersperkins@fortbragg.com  | * Application & Fee ($250-3,000)
* Site Plan
* Parking Plan
* Floor Plan
* Elevations
* Landscaping Plan
* Sign Plans
* Grading Permit
* Background Reports:
* Soil, Botanical, Geotechnical,
* Drainage, Archaeological
 | Typical Planning Permit will take 8-10 weeks. Complex projects can take considerably longer. Ask for estimate. |
| * Sign Permit
* Limited Term Permit
* Address Assignment
* Building Permit
* Construction & Demolition

Recycling Deposit* Stormwater Management
 | Sarah Million McCormickPlanning Techniciansmccormick@fortbragg.com | Building Permit Application Fee – 2.5% Project CostSign Permit Fee – $45Address – $30Plot Plan, Floor Plan, Foundation Plan, Elevations, Framing Plans, Cross Section, Details, Energy Calculations, Structural Calculations | Typical Building Permit will take 1-3 weeks. Complex projects can take considerably longer. Ask for estimate. |
| **PUBLIC WORKS DEPARTMENT (707) 961-2826** |
| * Sewer Capacity Fee
* Sewer Connection Fee
* Water Capacity Fee
* Water Connection Fee
* Drainage Fee
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  Tom VargaDirectortvarga@fortbragg.comChantell O’NealEngineering Technicianconeal@fortbragg.comDiane O’ConnorEngineering Techniciandoconnor@fortbragg.com | Part of Building Permit, please refer to fee schedule for cost estimate.https://city.fortbragg.com/DocumentCenter/View/5933 | Due to weather conditions and prior work scheduled, installation may be completed in approximately 30 working days after payment.  |
| * Encroachment Permit
* Grading Permit
* Grease Trap
* Backflow Device (residential/commercial/fire sprinkler system)
 | See Requirements for Building/Planning Permits aboveEncroachment permits require separate application. https://city.fortbragg.com/documentcenter/view/5100 | Permits require 1-3 weeks for review depending on complexity. |
| * Frontage Improvements
* Tentative Map Review
* Final map Review
* Sewer Discharge or Water Use Agreement (commercial projects)
* Stormwater Management Plan
 | Ask for estimate.Complex projects may require inspections, City Council approval, etc. |
| **FINANCE DEPARTMENT (707) 961-2824** |
| * Business License
 |  | Application and feeFire InspectionProof of required State Licensure | Typical 1 week turnaround. |
| **FORT BRAGG FIRE DEPARTMENT (707) 961-2830** |
| * Install Fire Sprinkler System
* Installation of fire Safety and Smoke Detection Devices
 | Fire Inspector Steve Wellsfbfireprevention@mcn.org | Building Permit (see above)Required for all new commercial construction AND if more than $75,000 for remodel in 3 year period. | Typical project is 1 week.Complex projects 1-3 weeks. |

**Permits from Other Agencies**

You may also need permits from, or pay fees to, other Mendocino County, State or local agencies. The City has provided the information below as a courtesy, and the list is not intended to be exhaustive.

|  |  |  |  |
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| **Department** | **Permit/Fee** | **Contact Information** | **Documents** |
| Fort Bragg High School |  Development Fee | (707) 961-2850 | Fee |
| County Department of Public Health |  Food Facility Permit Cottage Food Permit | (707) 234-6625 | Fee, License |
| County Air Quality Board |  Air Quality Permit | (707) 4354 | Permit |
| CA Dept of Alcohol & Beverage Control |  Liquor License | www.abc.ca.gov | Fee, License |
| Bureau of Automotive Repair |  BAR License for Auto Repair | (855) 735-0462[www.bar.ca.gov](http://www.bar.ca.gov) | License |
| State Board of Equalization |  Retail Sales Permit | (800) 400-7115[www.boe.ca.gov](http://www.boe.ca.gov) |  |
| Caltrans |  Encroachment Permit | (707) 445-6600www.dot.ca.gov/d1 | Permit |