

**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 Jones  Director  [mjones@fortbragg.com](mailto:mjones@fortbragg.com)  Scott Perkins  Associate Planner  [sperkins@fortbragg.com](mailto:sperkins@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 McCormick  Planning Technician  [smccormick@fortbragg.com](mailto:smccormick@fortbragg.com) | | Building Permit Application Fee –  2.5% Project Cost  Sign Permit Fee – $45  Address – $30  Plot 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 Varga  Director  [tvarga@fortbragg.com](mailto:tvarga@fortbragg.com)  Chantell O’Neal  Engineering Technician  [coneal@fortbragg.com](mailto:coneal@fortbragg.com)  Diane O’Connor  Engineering Technician  [doconnor@fortbragg.com](mailto:doconnor@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 above  Encroachment 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 fee  Fire Inspection  Proof 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 Wells  [fbfireprevention@mcn.org](mailto:fbfireprevention@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) 445-6600  www.dot.ca.gov/d1 | Permit |