



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

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## **BUILDING PERMIT APPLICATION CHECKLIST**

### **At permit application submittal you will need the following:**

#### **Over-the-Counter**

- 1 permit application with all fields and the applicable declaration(s) completed.  
Incomplete applications will be rejected.
- 1 copy of an 8 ½" x 11" plot/site plan

#### **Other (the above and the following)**

- 3 copies of construction (building or grading) plans
  - 2 copies of construction plans stamped by Brooktrails Services District (if applicable)
- 1 copy of Cal Fire application with preliminary approval (if applicable)
- 2 copies of Title 24 – Energy Compliance (conditioned space)
- 2 copies of engineering calculations with “wet” signature
- 2 copies of erosion and sediment plans meeting Green Building Standards (Projects disturbing less than one (1) acre)

#### **Mobile/Manufactured Home (the above and the following)**

- 3 copies of Manufactured Home installation manual OR Manufactured Home block setup (office handout)
- 3 copies of Manufactured Home permanent foundation plans OR Manufactured Home engineered tie down system

### **The following may be required prior to permit issuance for New Construction and Demolition Permits (if applicable, staff will advise at application):**

- 1 copy of Fire Department approval
- 1 copy of Air Quality approval
- 1 copy of recycling ordinance approval
- 1 copy “Class K” waiver form
- 1 copy of current deed
- 1 copy of school impact fees (Anderson Valley)
- 1 copy of sewer district approval
- 1 copy of water district approval
- 1 copy of MS4 handout (if in MS4 area)
- SWRCB Construction General Permit Coverage (Projects that disturb one (1) acre or more or whose projects disturbs less than one (1) acre but are part of a larger common plan of development that in total disturbs one (1) or more acres, are required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity Construction General Permit Order 2009-0009-DWQ )