



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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DEPARTMENT OF PLANNING AND BUILDING SERVICES

Procedure No: PBS Admin.-0013

Effective Date: September 2, 2022

Procedure Title: Prepaid Plan Check for Building Permit Application Submittal

1. Purpose:

- 1.1 To provide guidance on the procedural steps necessary to correctly determine the prepaid plan review fees for any type of building permit submitted.
- 1.2 To further provide funding and "recover costs" for staff time associated with the plan review of a permit.
- 1.3 To provide incentive for a property owner to complete the process, as approximately 50% of the permit costs should be collected during the time of application submittal.

2. Responsibility:

- 2.1 Administrative Division Staff

3. References/Citations:

- 3.1 Master Fee Schedule- adopted yearly by the Board of Supervisors

4. Definitions/Acronyms:

- 4.1 "Plan check"- Synonymous with the Plan Review in the process discussion.
- 4.2 "Trakit"- Permit database.
- 4.3 "Landtrak"- Parcel module of trakit to search for an address or Assessor Parcel Number.
- 4.4 "APN"- Assessor Parcel Number.
- 4.5 "Valuation"- The estimated job cost the applicant has supplied on their permit application.

5. Procedure:

- 5.1. Upon submittal of a building permit application, staff will review the documentation for completeness and to determine whether the fees should be based on square footage, valuation, or flat fees.

- 5.1.1. Review what the permit application is for, i.e., Residential, Commercial, Ag Exempt, etc.
- 5.1.2. Determine what type of structure and fee should be charged: either square feet or valuation.
- 5.1.3. Add the appropriate fees and request a minimum of 50% of the total permit cost. *This can also be accomplished by collecting portions of the Basic Construction, Plan Check, Planning Review and Records Management fees.*
- 5.1.4. Do not collect any fees that are not refundable, such as the Education Fee or General Plan Maintenance fee because, if the application is cancelled, those fees will not be refunded.

6. Attachments:

- 6.1 - Example of permit application- redacted.
- 6.2 - Trakit screen shot of associated fees:
 - 6.2.1 Fees based on valuation
 - 6.2.2 Fees based on square feet

Policy Initiated By: Adrienne Thompson, Administrative Services Manager

Policy Approved By: Julia Krog Date: 9/22/2022
Julia Krog, Director



Planning and Building Services
BUILDING PERMIT APPLICATION

Only property owners, licensed contractors or agents with written authority

MARK ALL THAT APPLY	1. <input checked="" type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> INDUSTRIAL
	2. <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel/Replace <input type="checkbox"/> Demolition
	3. <input type="checkbox"/> Single Family <input type="checkbox"/> Mobile Home <input type="checkbox"/> Grading <input type="checkbox"/> Window Change <input type="checkbox"/> Reroof w/Sheathing <input type="checkbox"/> Electrical <input type="checkbox"/> Other: _____ <input type="checkbox"/> 2-4 Unit Residential <input type="checkbox"/> Manufactured <input type="checkbox"/> Fire Repair <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Photovoltaic <input type="checkbox"/> Class K <input type="checkbox"/> 5+ Unit Residential <input type="checkbox"/> Modular <input type="checkbox"/> Garage/Storage <input type="checkbox"/> Siding <input type="checkbox"/> Mechanical <input type="checkbox"/> Ag Exempt <input type="checkbox"/> Second Residence <input type="checkbox"/> Foundation Only <input type="checkbox"/> Deck/Patio Cover <input type="checkbox"/> Reroof <input type="checkbox"/> Plumbing <input type="checkbox"/> Occupancy Change

Project Address: _____

Driving Directions: _____

Complete scope of work: New ADU construction ground up Valuation: \$ 195,080

	Existing	Proposed	
Residential			
<input checked="" type="checkbox"/> Living Area		<u>320</u>	sf
<input type="checkbox"/> Garage/Storage			sf
<input type="checkbox"/> Deck			sf
<input type="checkbox"/> Porch			sf
<input type="checkbox"/> Carport			sf
<input type="checkbox"/> Remodel			sf
<input checked="" type="checkbox"/> Other: <u>OFFICE</u>			sf
Commercial/Industrial			
<input type="checkbox"/> Office			sf
<input type="checkbox"/> Medical			sf
<input type="checkbox"/> Retail			sf
<input type="checkbox"/> Restaurant			sf
<input type="checkbox"/> Warehouse			sf
<input type="checkbox"/> Other:			sf
Agricultural			
<input type="checkbox"/> Other:			sf
Size of Structure: <u>320</u> sf			
Total # of Bedrooms: <u>0</u> Existing _____ Proposed _____			
If Mobile Home, Year: _____ Make: _____			
Model: _____ Serial #: _____			

Grading YES NO
Cut 12 (cy) Fill _____ (cy) Slope _____
Area of disturbance 360 (sf)

Utilities
 Well Septic Public: _____

Will you or your contractor perform any of the following?
 Construct/upgrade a fence?
 Construct/upgrade driveway?
 Construct new road or upgrade an existing approach?
 Install/replace culvert in roadside ditch?
 Install utilities/services in County Right-of-Way?
 Trim/remove any trees within County Right-of-Way?
 Will not be performing any of the above actions.

Are there any other buildings on the site? If so, please describe:
main house

Are there any other adjoining properties owned? If so, list APN's:

Permit #: CRW-PERMIT

Permit Information Permit #: CRW-PERMIT

Description: ADMIN POLICY/PREPAID PLANCH [B]

Applied: 11/09/2021 TLB

Applicant: BUILDING

Type: NEW

Subtype: UNDER REVIEW

Status: UNDER REVIEW

Approved: []

Issued: []

Finalized: []

Expiration: 11/09/2022 TLB

Status: []

Assessor PIN: 184-110-28-00

Address: []

City/State/Zip: UKIAH CA []

Type: COUNTY

Owner: []

Inspection: Inspection Zone 2: 5 DAYS

Coastal: NO

Suppl: 5

Spel: UVAP

Contacts Owner: <none> Contractor: <none> Applicant: <none>

Financial Information Job Value: \$195,080.00

Item	Pd	FeeAssessedDate	Description	Comments	QTY	Amount	Date Paid	Receipt #	Account #
		09/02/2022	BASIC CONSTRUCTION FEE 09			1194.20	N/A		1100-2851-822300
		09/02/2022	PLANCHCK FEES 09			888.15	N/A		1100-2851-822300
		09/02/2022	PLANNING REVIEW/ RESIDENTIAL			93.87	N/A		1100-2851-822500
		09/02/2022	RECORDS MANAGEMENT FEE			49.78	N/A		1222-2852-826260

Paid: \$0.00 Charged: \$2,216.00 Due: \$2,216.00

Permit #: CRW-FERMIT

Permit #: CRW-FERMIT

Description: ADMIN POLICY-PREPAID PLANCH
 Applicant: BUILDING
 Type: NEW
 Subtype: UNDER REVIEW
 Status:

Applied: 11/09/2021
 Approved: TLB
 Issued:
 Finald:
 Expiration: 11/09/2022
 Status: TLB

Assessor PIN: 184-110-28-00
 Address: CA
 City/State/Zip: UKIAH
 Type: COUNTY

Owner: Inspection Zone 2: 5 DAYS
 Inspection: MO
 Coastal: Supp 5
 Spell: UVAP

Owner: <none> Contractor: <none> Applicant: <none>
 Job Value: \$39,577.60

Valuations Details	Description	QTY	Units	Unit \$	Valuation	Multiplier
	RESIDENTIAL ONE AND TWO FA	320	SF	123.68	39577.60	0



Financial Information Charged: \$1,027.79 Paid: \$0.00 Due: \$1,027.79

Pd	FeeAssessedDate	Description	Comments	QTY	Amount	Date Paid	Receipt #	Account #
<input type="checkbox"/>	09/02/2022	BASIC CONSTRUCTION FEE 09			505.22	N/A		1100-2851-822300
<input type="checkbox"/>	09/02/2022	PLANCHCK FEES 09			378.92	N/A		1100-2851-822300
<input type="checkbox"/>	09/02/2022	PLANNING REVIEW RESIDENTIAL			93.87	N/A		1100-2851-822500
<input type="checkbox"/>	09/02/2022	RECORDS MANAGEMENT FEE			49.78	N/A		1222-2852-826660

Total Job Value: \$39,577.60

Paid: \$0.00 Charged: \$1,027.79 Due: \$1,027.79