



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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ADMINISTRATIVE POLICY #2

REVISION AND RECHECK SUBMITTAL POLICY

PURPOSE

The purpose of a revision or re-check is to be able to make changes or corrections to existing construction plans and documents for a project. Having a consistent process for staff to follow allows for streamlined permitting with fewer delays resulting in an issued permit.

GOALS AND OBJECTIVES

To ensure that the revisions or the re-check of a project are clear and adhere to the building code requirements, as well as to create an accountability chain for the review of said plans that will result in the issuance of a building permit

AUTHORITY

California Building Code (CBC), Section 107.3– Examination of Documents and Section 107.3.1- Approval of construction Documents.

PROCEDURE

Submittal Requirements:

1. Complete a revision/recheck form. This form can be downloaded at:
<https://www.mendocinocounty.org/government/planning-building-services/forms-and-handouts>
2. Provide a cover letter explaining the changes to your project or supply the “correction letter” with notes in the margin for the location of the revisions.
3. Provide our department with the following documents that are applicable to the project (Note- if submitted electronically only one set of each must be provided):
 - a. 1 copy of revised plot plans
 - b. 3 copies of revised construction plans
 - c. 2 copies of revised calculations
 - d. 2 copies of revised manual’s
 - e. 1 copy of your correction letter
4. Administrative staff will locate the building address file and then scan the Revision form and cover letter into trakit to ensure processing.
5. Administrative staff will then assign the appropriate plan reviews to all divisions including, Planning, Building, Environmental Health, and/or Admin.
 - a. If any division does not wish to review the revised plans, they can void the plan review, however Administrative staff will assign reviews to all divisions.
6. If the Revision is on an “Issued” permit, Administrative Staff will complete steps 4 and 5 above, based on the applicants submitted plans.

- a. The status of the permit will be changed to “REVISION” instead of issued to alert all staff to the need for plans to be reviewed prior to any inspections.
7. Administrative staff will deliver the physical plans and building address file to the Building Inspector or attach in trakit if submitted via email.
8. If further corrections are required, the Building Inspector will contact the agent listed on the Revision form and request the information.
9. If no further corrections are needed and the plans are approved, the Building Inspector will create a fee sheet for the project, attach it in trakit and send a review to admin for processing of the permit.
10. Administrative staff will calculate the fees based on the Building Inspector’s fee sheet and contact the agent by phone and email so the permit can be issued.
 - a. If the Revisions were based on an issued permit, Administrative Staff will complete any necessary fee calculations noted by the inspector and contact the applicant to pick up the Revised Plans after paying the appropriate fee.
 - b. Once the fees have been paid and the plans picked up, Administrative Staff will change the status back to issued.

For additional information regarding this permit process, please consult our departmental website at <https://www.mendocinocounty.org/government/planning-building-services> or contact the Department of Planning and Building Services at (707) 234-6650 in Ukiah or (707) 964-5379 in Fort Bragg.

Policy Written by: Katherine Miller, Staff Assistant III and Adrienne Thompson

Policy Initiated by: Adrienne Thompson, Administrative Services Manager II

Policy Approved by:  Date: November 21, 2023
JULIA KROG, DIRECTOR