



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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MEMORANDUM

DATE: AUGUST 1, 2024
TO: PLANNING AND BUILDING SERVICES DEPARTMENT STAFF
FROM: RICHARD ANGLE, CHIEF BUILDING OFFICIAL
SUBJECT: BUILDING PERMIT STATUS AND PLAN REVIEW STATUS DEFINITIONS

PURPOSE

The purpose of this memorandum is to provide precise definitions for the statuses of building application plan reviews and permits both in the Department philosophy, the permit tracking software, and the public viewing portal. This will allow for a comprehensive understanding of the status of building permits at every stage of the process from application to final complete. Additionally, this will provide consistent application of the statuses between staff.

DEFINITIONS

“Admin Review”: Plan reviews by the Building Division, Planning Division, and Environmental Health Department are complete, and all divisions/departments have “approved” noted *in the review table*. (The review table is an internal structure that allows staff to track the progress of plan reviews). Balance due for final fees are to be verified by staff before notifying the applicant that the permit is ready for issuance. Once the applicant is notified, status is switched to ready for applicant.

“Approved”: Plan review by the assigned division/department has been officially accepted as satisfactory and the status *in the review table* will be marked with “approved”. (The review table is an internal structure that allows staff to track the progress of plan reviews). Should all divisions/departments approve their plan reviews, the permit status will be updated to “admin review”.

When a project is supported by a sewer and water district, a full plan review is not required by the Environmental Health Department. In such cases, Environmental Health will continue to use the “approved” status in the review table upon confirmation of the availability of said services.

“Awaiting Outside Agency”: Outside Agency review is still needed; to be provided by the applicant. Applicant action required.

“Cancelled”: Permit application has been cancelled per the request of the applicant.

“Conditionally Approved”: The permit for the project can be issued, but there are conditions that are required to be met prior to the permit being finalized by a Building Inspector. Applicant action required.

“Correction Letter”: Plan reviews by the Building Division, Planning Division, and Environmental Health Department are complete (not necessarily approved), and at least one division/department has “corrections” noted *in the review table*. (The review table is an internal structure that allows staff to track the progress of plan reviews). A correction letter is sent to the applicant. Applicant action required.

“Deferred Submittal”: A deferred submission of plans for fire sprinklers, solar, or trusses has been turned in to the Planning and Building Services Department, and plan review by the Building Division has begun.

“Denied”: An application for a grading exemption or pond exemption has been denied.

“Expired”: When the permit application or permit expires. Applicant action required.

“Finaled”: All inspections are completed and have been approved; the permit is final and complete.

“Hold”: A submission that has been deemed incomplete/is missing required materials or a check has been returned and payment could not be processed. Applicant needs to provide complete/missing materials, or payment for permit continuation. Applicant action required.

“Issued”: Final payment for the permit has been received, signatures from the applicant and the Planning and Building Services Department have been applied, and relevant paperwork has been supplied to the applicant with instructions for proper posting and inspection notification; construction/development can begin. Applicant action required.

“Ready for Applicant”: Plan reviews by the Building Division, Planning Division, and Environmental Health Department, as well as Outside Agency reviews (if applicable) are complete, final fees have been applied, and the applicant has been notified that the permit is ready for issuance upon final payment from the applicant. Applicant action required.

“Revision”: When revisions need to be made to plans *on an approved/issued permit that has not received a final inspection*. Applicant action required.

“Under Review”: All application materials have been supplied and entered into TRAKiT. Plan reviews by the Building Division, Planning Division, and Environmental Health Department are in progress.

“Void”: Incorrect or unnecessary creation of a permit record that now needs to be removed from the permit software tracking system.

Approved by:  _____ Date: 8-1-24
Richard Angley, Chief Building Official