# BUILDING PERMIT

### WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required for any new construction, addition, change, or repair to a building including: reroofs, fireplaces, swimming pools, carports, etc. Only a licensed contractor or an owner-builder may obtain a building permit. A single building permit application can be made for all work on a structure including building, electrical, mechanical, plumbing, etc.

### BUILDING INSPECTION WITHIN THE CITY OF FORT BRAGG

The City of Fort Bragg currently contracts with the County of Mendocino, Department of Planning and Building Services, for building inspection services.

The process for securing a building permit begins with a submittal to the City of Fort Bragg's Community Development Department. This involves filling out a Building Permit application form. **An application must include five (5) complete sets of plans**. When applicable, two of the five sets must be wet-signed by the engineer. The applicant submits the building permit application to the City of Fort Bragg. City staff reviews the plans for consistency with the Land Use & Development Code, General Plan, and Local Coastal Plan requirements. The City forwards the application to the County of Mendocino Building Department for plan check services. The Building Department reviews the plans, notifies the City of the project's valuation, and advises the applicant of school and County fees due. The City completes its calculation of fees based on the valuation figure and notifies the applicant of City fees due. The applicant submits proof of paying fees (City, school district, and County), and the County issues a building permit.

### NOTICE TO APPLICANTS

*Development applications for properties not in the Coastal Zone are subject to the regulations set forth in the City of Fort Bragg Land Use & Development Code (LUDC) and Fort Bragg Municipal Code. Properties in the Coastal Zone are subject to regulations in the certified Local Coastal Program. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application package by all City, County, and State departments/ agencies as necessary.*

City of Fort Bragg
Community Development Department
416 North Franklin Street
Fort Bragg, California 95437
Telephone (707) 961-2823, ext. 110
Fax (707) 961-2802
Email: CDD@fortbragg.com
http://City.fortbragg.com

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# Building Permit Process

# City of Fort Bragg

# Community Development Department

# SUBMITTAL REQUIREMENTS

## I. PLANS MUST INCLUDE THE FOLLOWING:

A. Plot Plan: Draw the perimeter of the entire parcel. Show all parcel dimensions. Show all existing and proposed buildings. Show the front, side, and rear dimensions. Show the lot lines, distance to the property lines and other buildings. Show finished and existing ground slope. Show driveways, frontage improvements, fuel tank(s), and parking. Show all easements, building envelopes, and any special requirements of the subdivision (if applicable) as shown on the final map and improvement plans.

B. Floor Plan: Provide dimensional plan which shows size and use of each room. Show the location and size of windows and doors. Show all electrical outlets (existing/proposed), plumbing, and heating fixtures. Include floor area, window area, and furnace size on plans. Show energy features and compliance requirements.

C. Foundation Plan: Provide dimensioned plan, including interior footings and fireplace support. Label porches, patios, planters, garage, etc. Show post straps, and tie-downs where required by the Building Code.

D. Elevations: Provide minimum of north, south, east, and west elevation views illustrating all openings, exterior finish, original and finished grade, stepped footing outline, light fixtures, roof pitch, and material.

E. Framing Plans for Floors and Roof: Completely dimension detail of the framing of floor system including support structures and nailing detail. Roofing detail to include rafter or truss detail, including attachment detail to walls and other support structures.

F. Cross Section: Provide true section through building showing structural elements, fireplace section, other sections as needed, earth to wood clearances, and floor-to-ceiling heights.

G. Details: Submit foundation, floor, wall, and roof details, beam connections, support of beams at fireplaces, and special details as required.

H. Signature: All plans require a signature of the person responsible. A licensed professional must sign certain specific plans or conditions.

## II. OTHER INFORMATION REQUIRED WHEN APPLICABLE

A. Two sets of energy calculations.

B. Two sets of structural calculations, when appropriate.

C. Two sets of specifications and engineering calculations, when appropriate.

D. One soils report, if applicable.

E. Grading and drainage plan, if applicable.

F. Water/sewer location map is required for new construction and second units.

Leaving any of the above out of the application may cause delays in plan checking. It also may cause the City to return the plans or cease processing the request due to insufficient information.

## III. CONDITIONS TO BE MET BEFORE A BUILDING PERMIT IS ISSUED:

A. Any condition of approval must be met and any fees paid.

B. Any required planning actions, such as Design Review or Use Permit, must be completed and conditions of approval addressed.

## IV. FEES

A. All plan check and permit fees are based on the value of the project. The project total is the value of all construction for which the permit is issued. This includes all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators (if applicable), fire extinguishing systems, overhead, any other permanent work, permanent equipment, or paving. School impact fees may also be required. Please contact the Mendocino County Building Department at (707) 964-5379, for applicable fees due the County.

B. Building Permits are also subject to City fees, some of which are based on the valuation of the project: 1.5% General Plan Maintenance fee; .04% Business License fee; and 1% Building Permit Surcharge fee. Depending on the scope of the building permit other fees may be required for capital improvement, water/sewer installation, drainage, etc.

C. Applicants must submit proof of payment of all fees (City, school district, and County) to the County Building Department prior to a building permit being issued.