

**How do I submit my building permit application?** The City contracts with the County of Mendocino for building inspection services.

- Use County building permit application forms to file for remodel projects within the City.
- Building permit application forms are available at City Hall.
- Submit your building permit application to the Community Development Department at City Hall (416 N Franklin Street).
- The City will route the building permit application to all relevant departments,
- The County Building Inspector is an excellent source for advice about construction methods.

If you plan to do work in a public right-of-way (street, sidewalk, alley, etc.) you will also need an encroachment permit from the City Clerk's office.

Remodel projects of more than 500 square feet require a refundable Waste Recycling Deposit and completion of the City's Waste Management Checklist. Staff will inform you of your recycling targets, deposit rates per square foot, and documentation you will need to claim a refund of your Waste Recycling Deposit.



**Questions? We're here to assist you!**

|   |          |
|---|----------|
| Community Development Dept.                                     | 961-2827 |
| Email: <a href="mailto:CDD@fortbragg.com">CDD@fortbragg.com</a> |          |
| County Building Inspector                                       | 964-5379 |
| Building Inspection Hotline                                     | 961-2677 |
| Public Works Dept., City Clerk                                  | 961-2823 |
| Fire Dept.  | 961-2830 |
| County Environmental Health                                     | 453-4466 |

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September 2015

# Remodels, Fire Code & Sprinklers



## City of Fort Bragg

## Community Development Department



## Sprinkler Requirements for Remodel Projects

The City of Fort Bragg's Municipal Code (section 15.06) requires that all commercial and multifamily remodel projects, with a total valuation of more than \$75,000, include installation of fire sprinklers. Some important facts about this requirement include:

- Applicants with projects that exceed the valuation of \$75,000 must install sprinklers **BEFORE** the building permit final inspection.
- The remodel valuation includes any improvements made to a building **over a three year period** except for re-roofs.
- The **valuation** includes but is not limited to demolition, new construction, framing, interior/exterior painting, all floor finishes, electrical and plumbing, new fixtures, counter tops, appliances, built in furniture, replacement windows, decks, etc.
- Applicants must provide an accurate estimate of the value of the work they propose to undertake. The valuation will also be calculated by the Building Department and the Fire Marshal using a standard set of square foot costs.
- Applicants that can prove (with a contract, receipts and subcontracts) that their valuation is less than the standard cost may appeal the valuation to the City Manager.

## Scope creep in remodels....

The scope of a remodel often increases as the remodel progresses.

### What you need to do....

Get an additional building permit for each increase in the scope of your project.

Remodel projects that appear to have a valuation of more than \$75,000 will be required retroactively to install sprinklers if the applicant cannot prove a lesser value. Late installation of the sprinkler system can greatly increase the cost of installation and delay the final building inspection.



**It's about saving lives and property**

## Who reviews my remodel building permit application?

- The City's **Community Development Department** reviews planning and zoning matters such as use permit, design review, setbacks, height limits, etc; assesses a building permit fee; and routes the permit to all relevant review authorities.
- Many building permits are also reviewed by the City's **Public Works Dept.** for water and sewer connections, grading, drainage, sidewalk, and driveway requirements.
- Building permit applications for all new and remodel commercial and multi-family projects, fuel storage tanks and PV systems are reviewed by the **Fire Dept.**
- The **County Building Dept.** reviews all building permits for compliance with the State Building Code and is the agency that plan checks and issues building permits.
- Permits involving food service are reviewed by the **County Environmental Health Division.**

The Community Development Department will route all permits to the relevant agencies for review.