



## Pre-Application Checklist

**Project Address** \_\_\_\_\_

The following is a list of potential permits and fees which you may have to obtain and/or pay as you pursue your new project. **The City recommends that you request a one hour pre-application meeting so that you can understand the development and business approval process and requirements.** This checklist was completed by \_\_\_\_\_, based our understanding of your project on \_\_\_/\_\_\_/\_\_\_\_. Requirements may change if your project changes or if new information is communicated to the City about your project.

Permit	Contact	Required Documents	Timing
<b>Community Development Department 961-2827</b>			
<input type="checkbox"/> Use Permit/Minor Use Permit	Scott Perkins	<input type="checkbox"/> Application & Fee - \$250 - \$3,000	Depends on project complexity. Typical Planning Permit takes from 8 to 10 weeks. Complex projects can take considerably longer. Ask for an estimate.
<input type="checkbox"/> Coastal Development Permit	<a href="mailto:isperkins@fortbragg.com">isperkins@fortbragg.com</a>	<input type="checkbox"/> Site Plan	
<input type="checkbox"/> Design Review	AND	<input type="checkbox"/> Parking Plan	
<input type="checkbox"/> Variance	Marie Jones	<input type="checkbox"/> Floor Plan	
<input type="checkbox"/> CEQA Review	<a href="mailto:mjones@fortbragg.com">mjones@fortbragg.com</a>	<input type="checkbox"/> Elevations	
<input type="checkbox"/> Other _____		<input type="checkbox"/> Landscaping Plan	
		<input type="checkbox"/> Sign Plans	
		<input type="checkbox"/> Grading Plan	
		<input type="checkbox"/> Background Reports	
		Soils Report	
<input type="checkbox"/> Subdivision	Scott Perkins	Botanical Survey	Depends on project complexity. Typical Planning Permit takes from 8 to 10 weeks. Complex projects can take considerably longer. Ask for an estimate.
<input type="checkbox"/> Lot Line Adjustment	<a href="mailto:isperkins@fortbragg.com">isperkins@fortbragg.com</a>	Geotechnical	
<input type="checkbox"/> Other _____		Drainage Plan	
		Archaeology Report	
<input type="checkbox"/> Address Assignment		\$20 per address	1 day
<input type="checkbox"/> Building Permit		Application & Fee - 1% of Project Cost	Typical Building Permit will take 1 to 3 weeks. Complex projects can take considerably longer. Ask for an estimate.
<input type="checkbox"/> Construction and Demolition Waste Recycling Deposit	<a href="mailto:Chantell.O'Neal.coneal@fortbragg.com">Chantell O'Neal coneal@fortbragg.com</a>	Plot Plan, Floor Plan, Foundation Plan, Elevations, Framing Plans, Cross Section, Details, Energy Calculations, Structural Calculations	
<input type="checkbox"/> Stormwater Management			
<b>Public Works Department 961-2826</b>			
<input type="checkbox"/> Grease Trap	Sergio Fuentes	Use City Standard	Ask for an estimate
<input type="checkbox"/> Encroachment Permit	<a href="mailto:sfuentes@fortbragg.com">sfuentes@fortbragg.com</a>	Application, Fee - \$ Insurance	
<input type="checkbox"/> Sewer Capacity Fee		Fees - \$\$\$\$	
<input type="checkbox"/> Sewer Connection Fee	Crystal Prairie	Fees - \$\$\$\$	
<input type="checkbox"/> Water Capacity Fee	<a href="mailto:cprairie@fortbragg.com">cprairie@fortbragg.com</a>	Fees - \$\$\$\$	
<input type="checkbox"/> Water Connection Fee		Fees - \$\$\$\$	
<input type="checkbox"/> Drainage Fee		Fees - \$	
<input type="checkbox"/> Frontage improvements		\$\$	
<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Back Flow Device	<a href="mailto:jsmith@fortbragg.com">John Smith - jsmith@fortbragg.com</a>	Site Plan and Illustration, use City Standard	
<input type="checkbox"/> Sewer Discharge or Water Use Agreement		Negotiated Agreement - \$	
<input type="checkbox"/> Stormwater Management Plan	<a href="mailto:tbarber@fortbragg.com">Teri Jo Barber - tbarber@fortbragg.com</a>	Use City Template	
<input type="checkbox"/> Tentative Map Review	Tom Varga		
<input type="checkbox"/> Final Map Approval	<a href="mailto:tvarga@fortbragg.com">tvarga@fortbragg.com</a>		
<b>Finance Dept. 961-2824</b>			
<input type="checkbox"/> Business Licenses	Scott Perkins	Application & Fee - \$	Typical one week turnaround
	<a href="mailto:isperkins@fortbragg.com">isperkins@fortbragg.com</a>	Fire Inspection	
		Proof of required State Licenses	
<b>Fort Bragg Fire Department 961-2830</b>			
<input type="checkbox"/> Install Fire Sprinkler System	Steve Wells	Application & Fee - \$, Installation of Sprinkler Systems if more than \$75,000 for remodel in three year period. Required for new commercial construction \$\$\$\$	Typical project is 1 week. Complex projects 1 - 3 weeks
<input type="checkbox"/> Installation of Fire Safety and Smoke Detection Devices	<a href="mailto:fbfireprevention@mcn.org">fbfireprevention@mcn.org</a>		

## Notes:

### Permits from Other Agencies

You may also need to obtain permits from, or pay fees to, other Mendocino County, State or local agencies. The City has provided the information below as a courtesy, and the list is not intended to be exhaustive.

Department	Permit	Contact Information	Documents
Fort Bragg School District	<input type="checkbox"/> Development Fee	961-2850	Fee - \$
County Department of Public Health	<input type="checkbox"/> Food Facility Permit <input type="checkbox"/> Cottage Food Permit	234-6625	License, Fee
County Air Quality Board	<input type="checkbox"/> Air Quality Permit	463-4354	Permit
Alcoholic Beverage Control	<input type="checkbox"/> Liquor License	<a href="http://www.abc.ca.gov">www.abc.ca.gov</a>	Fee, License
Bureau of Automotive Repair	<input type="checkbox"/> BAR License for Auto Repair	<a href="http://www.bar.ca.gov">www.bar.ca.gov</a> (855) 735-0462	License
State Board of Equalization	<input type="checkbox"/> Retail Sales Permit	<a href="http://www.boe.ca.gov">www.boe.ca.gov</a> 800-400-7115	
Caltrans	<input type="checkbox"/> Encroachment Permit	<a href="http://www.dot.ca.gov/d1">www.dot.ca.gov/d1</a> (707) 445-6600	Permit