



Pre-Application Checklist

Pre-Application Conference

with Developer \$340.00

Paid _____

Office Use Only – February 2024

Project Address _____

Zoning _____

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
COMMUNITY DEVELOPMENT DEPARTMENT (707) 961-2823			
<input type="checkbox"/> Use Permit/Minor Permit <input type="checkbox"/> Coastal Development Permit <input type="checkbox"/> Design Review <input type="checkbox"/> Variance <input type="checkbox"/> CEQA Review (EIR,MND,ND) <input type="checkbox"/> Other Planning Permit <input type="checkbox"/> Sign Permit <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Subdivision <input type="checkbox"/> Other: _____	Sarah Peters Assistant Planner speters@fortbragg.com	<input type="checkbox"/> Application <input type="checkbox"/> Fee or Developer Deposit Account <input type="checkbox"/> Site Plan <input type="checkbox"/> Parking Plan <input type="checkbox"/> Floor Plan <input type="checkbox"/> Elevations <input type="checkbox"/> Landscaping Plan <input type="checkbox"/> Sign Plans <input type="checkbox"/> Grading Permit <input type="checkbox"/> Background Reports: Soil, Botanical, Geotechnical, Drainage, Archaeological	Typical Planning Permit will take 10-12 weeks. Complex projects can take considerably longer. Ask for estimate.
<input type="checkbox"/> Limited Term Permit <input type="checkbox"/> Address Assignment <input type="checkbox"/> Building Permit <input type="checkbox"/> Construction & Demolition Recycling Deposit	Maria Flynn Administrative Assistant mflynn@fortbragg.com	<input type="checkbox"/> Building Permit Application Fee – see fee sheet <input type="checkbox"/> Sign Permit Fee – \$50 <input type="checkbox"/> Plot Plan, Floor Plan, Foundation Plan, Elevations, Framing Plans, Cross Section, Details, Energy Calculations, Structural Calculations	Typical Building Permit will take 1-3 weeks. Complex projects can take considerably longer. Ask for estimate.
PUBLIC WORKS DEPARTMENT (707) 961-2826			
<input type="checkbox"/> Sewer Capacity Fee <input type="checkbox"/> Sewer Connection Fee <input type="checkbox"/> Water Capacity Fee <input type="checkbox"/> Water Connection Fee <input type="checkbox"/> Drainage Fee <input type="checkbox"/> Other: _____	Chantell O’Neal Assistant Director – Engineering coneal@fortbragg.com	Part of Building Permit; please refer to fee schedule for cost estimate. https://city.fortbragg.com/DocumentCenter/View/5933	Allow approximately 30-45 working days after payment.
<input type="checkbox"/> Encroachment Permit <input type="checkbox"/> Grading Permit <input type="checkbox"/> Grease Trap <input type="checkbox"/> Backflow Device (residential/commercial/fire sprinkler system)	Diane O’Connor Assistant City Engineer doconnor@fortbragg.com Alfredo Huerta Assistant City Engineer ahuerta@fortbragg.com	See Requirements for Building/Planning Permits above Encroachment permits require separate application. https://city.fortbragg.com/documentcenter/view/5100	Permits require 1-3 weeks for review depending on complexity. Ask for estimate.
<input type="checkbox"/> Frontage Improvements <input type="checkbox"/> Tentative Map Review <input type="checkbox"/> Final map Review <input type="checkbox"/> Sewer Discharge or Water Use Agreement (commercial projects) <input type="checkbox"/> Stormwater Management Plan			Complex projects may require inspections, City Council approval, etc.

FINANCE DEPARTMENT (707) 961-2824			
<input type="checkbox"/> Business License	Finance Department	Application and fee Fire Inspection Proof of required State Licensure	Typical 1 week turnaround.
FORT BRAGG FIRE DEPARTMENT (707) 961-2830			
<input type="checkbox"/> Install Fire Sprinkler System <input type="checkbox"/> Installation of fire Safety and Smoke Detection Devices	Steve Wells Fire Inspector fbfireprevention@mcn.org	Building Permit (see above) Required for all new commercial construction AND if more than \$75,000 for remodel in 3 year period.	Typical project is 1 week. Complex projects 1-3 weeks.

Permits from Other Agencies

You may also need 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/Fee	Contact Information	Documents
Mendocino County Planning and Building	Fees assessed based on project	(707) 964-5379	
Fort Bragg High School	Development Fee	(707) 961-2850	Fee
County Department of Public Health	Food Facility Permit Cottage Food Permit	(707) 234-6625	Fee, License
County Air Quality Board	Air Quality Permit	(707)463- 4354	Permit
CA Department of Alcohol & Beverage Control	Liquor License	www.abc.ca.gov	Fee, License
Bureau of Automotive Repair	BAR License for Auto Repair	(855) 735-0462 www.bar.ca.gov	License
State Board of Equalization	Retail Sales Permit	(800) 400-7115 www.boe.ca.gov	
Caltrans	Encroachment Permit	(707) 445-6600 www.dot.ca.gov/d1	Permit

You may also wish to visit the State of California's CalGold website <https://www.calgold.ca.gov/> to get more information about licenses or permits required for your specific business type.