

Building Permit Review Process



City of Fort Bragg

Many types of construction waste products can be recycled. State law requires local jurisdictions to implement construction waste management ordinances to divert construction materials from landfills.

How many sets of plans do I submit?

One set of plans and a digital plan set. Projects such as restaurants require Environmental Health review. When applicable, plan sets must be wet-signed by an engineer. When applicable, a wet-signed Title 24 set is required. If your project includes a new water or sewer hook-up, you need to submit an 8½" x 11" water/sewer location map.

What else do I need to know? The City contracts with the County of Mendocino and 4 Leaf for building inspection services. Building permit application forms are available at City Hall and online. You can submit your application online.

[Fort Bragg, CA](#)

Construction and demolition projects often require a refundable Waste Recycling Deposit and completion of the City's Waste

Management Checklist. The Checklist helps builders identify materials from a particular project that can be recycled or diverted from the local landfill. Contact CDD for information about recycling targets, deposit rates per square foot, and documentation you will need to claim a refund of your Waste Recycling Deposit Refund.

If you plan to do work in a public right-of-way (street, sidewalk, alley, etc.), you will need an encroachment permit from Public Works.

City of Fort Bragg
416 North Franklin Street
Fort Bragg, California 95437
Fax (707) 961-2802

**Community
Development
Department**

Who reviews my building permit application?

- The City's Community Development Department (CDD) reviews planning and zoning matters such as setbacks, height limits, type of land use, parking, lot coverage, etc.
- Some building permits are also reviewed by the City's **Public Works Department** for water and sewer connections, grading, drainage, sidewalk, and driveway requirements.
- Building permit applications for commercial or multi-family projects are reviewed by the **Fire Department**.
- **The County Building Dept. or 4 Leaf** will review all building permits for compliance with the State Building Code and for plan checks and building permit issuance.
- Permits involving food service are reviewed by the County **Environmental Health Dept.**

Where do I turn in my building permit application? Submit your application online:

[Public Portal](#), in person at City Hall, or email cdd@fortbraggca.gov.

Fees: City staff calculates fees based on the valuation figure. Building permits are routed to Public Works and/or the Fire Dept. when necessary for additional fees and conditions. The City may also charge Public Works fees for grading, drainage, water, and sewer. If your project entails blocking a public right-of-way (street, sidewalk, alley, etc.), you will have to pay encroachment permit fees. A processing fee and refundable Waste Recycling Deposit are also charged for applicable construction or demolition projects.

Once City Staff have completed the necessary reviews, you will receive an invoice. Once fees are paid, the Building Department of your choice (4 Leaf or Mendocino County) does their plan check. Once you've paid the Building Department fees (and School District, if applicable), they complete their review and issue the building permit.

The **Building Department** also charges fees for building permits.

Call the County's inspection hotline, (707) 9612677, to schedule building inspections when your project reaches key phases.

4 Leaf will contact you via email to schedule.

Questions? We're here to assist you!

Community Development Dept.	961-2827
Email: cdd@fortbraggca.gov	
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