COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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PROCEDURES FOR REQUESTING A PERMIT INSPECTION

Congratulations on obtaining a permit for your project. To complete the permit process, you must obtain all necessary inspections and receive final approval to verify your project has been constructed per the approved plans or the job description identified on your permit. You must schedule your first inspection within one (1) year of the date the permit was issued. Thereafter, you must obtain an inspection approval within 180 days from each previous inspection until your project is complete and has received final inspection approval. You may obtain a 180-day extension for your permit if you cannot meet the inspection time frames to keep your permit active. A request for extension must be made along with the associated fee prior to the expiration date of your permit. The request must be submitted in writing to the County Building Official for approval. Your permit may expire if you do not request inspections within the identified time frame, do not obtain permit extensions, or do not obtain final inspection approval. If your permit expires you must pay a re-instatement fee to re-activate your permit.

Mendocino County Planning & Building Department makes a concerted effort to complete all inspections requested in a timely manner on each day requested. We attempt to meet morning or afternoon requests, but this can only be verified by calling our office between 8:00 a.m. and 9:00 a.m. the day of the inspection to verify your inspection time frame from staff. Please keep in mind that inspectors must perform their routes in the manner that is most efficient. Do not call for an inspection until all the work required for your inspection is completed. Your address must be posted in 4-inch-high numbers visible from the road and the job copy of the plans and permit must be on the site for the inspector to review.

To request an inspection:

Schedule an inspection via online portal or our automated phone system. This system is available during or after office hours. The phone number for our automated inspection request line is (Ukiah) 707-234-6650 (Ft. Bragg) 707-961-2677. Please know your address and permit number when calling for inspections & follow all prompts. The deadline to call our automated inspection request phone line is 3:00pm the day before the requested inspection.

Please note below the days we serve various areas of the County. An additional fee will be charged prior to serving an area that is not normally served on that day.

Inland Mendocino County Inspection Days

Mon. thru Fri. - Ukiah, Redwood Valley,
Potter Valley, Hopland & Willits
Mon & Wed - Anderson Valley
Tues & Fri. - Laytonville
Wed.- Yorkville
Fri - Leggett - Percy

Coastal Mendocino County

Mon. thru Fri. - Ten Mile River, Navarro River,
Ft. Bragg, Mendocino, Little River, Albion, Westport
Mon. and Wed. - Gualala, Elk, Irish Beach,
Manchester, Pt. Arena, Anchor Bay
Wed.- Comptche, Navarro