



permit has been approved and is ready to issue before work can commence.

Our current plancheck process takes 6-8 weeks to complete.

Ukiah: 707-234-6650 - Planning and Building  
 707-234-6653 - Planner of the Day (voicemail only)  
 707-234-6669 - Code Enforcement

Fort Bragg: 707-964-5379 - Planning, Building and Code Enforcement  
 Fort Bragg: 707-234-6661 - Planner of the Day (voicemail only)  
 707-234-6680 - Cannabis Department (not located within Planning)

Beginning November 15, 2021, applications for new construction in Little Lake Fire District or Anderson Valley Fire District must have approval letters prior to issuance of a permit. Contact staff for more information.

COVID UPDATE: Due to a higher than normal call volume, please expect a greater wait time to receive a return call. To expedite the process, please leave complete information related to the reason you are calling. Also, you may email the department at [pbs@mendocinocounty.org](mailto:pbs@mendocinocounty.org) for faster service and include all pertinent property, permit, and owner information.

# Mendocino County Planning and Building Services

## etrakit portal - Contractor Instructions

Online Permitting - Check your building permit inspection time and search for permits

- Guidelines of Online Permit Applications
- Permit, Project & Property Info
- Contractors State Licensing Board (CSLB) web based complaint process and forms to report un-permitted construction and construction by unlicensed contractors.

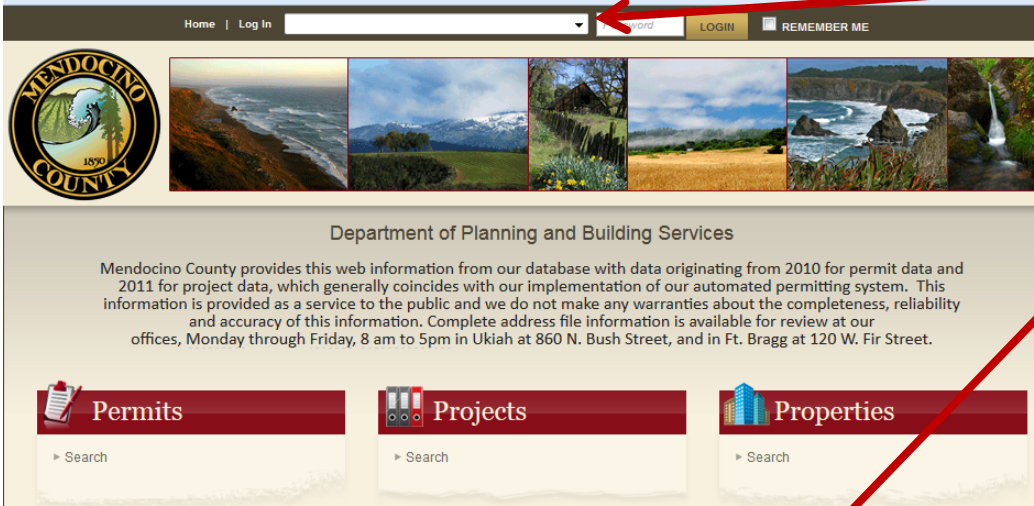
Cannabis Working Group FAQ's

Fees



1. Click the Permit, Project & Property Info tab, or Click on the "Permits" icon.

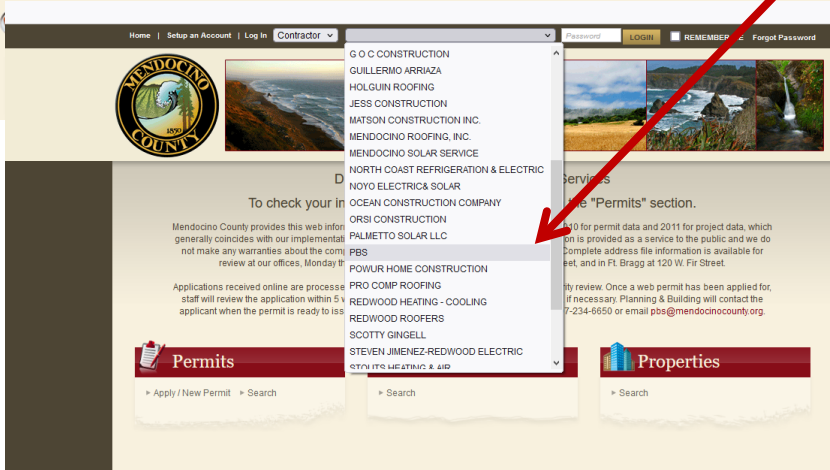
2. Click the Login box/drop down arrow at the top of the page.

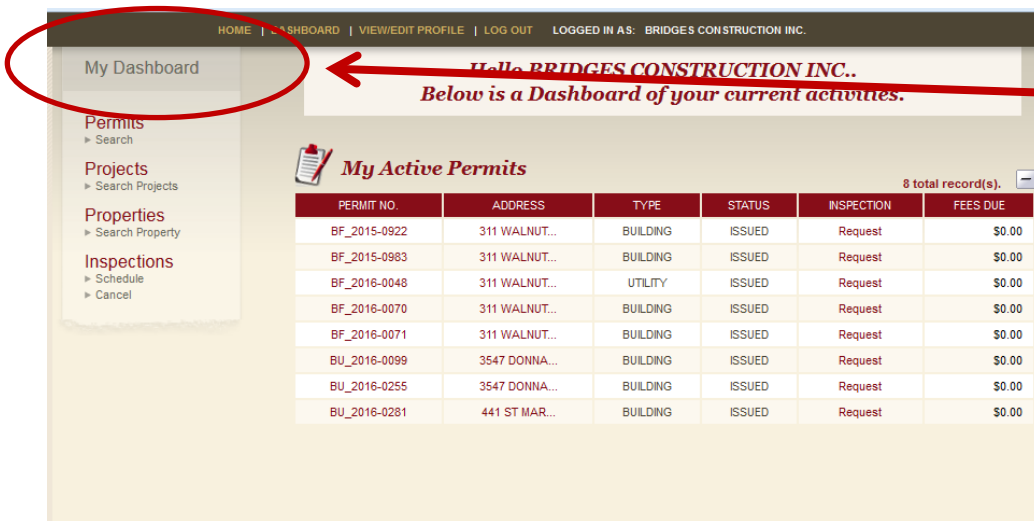


3. Select the contractors name from the drop down list.

4. Enter the password for your account.

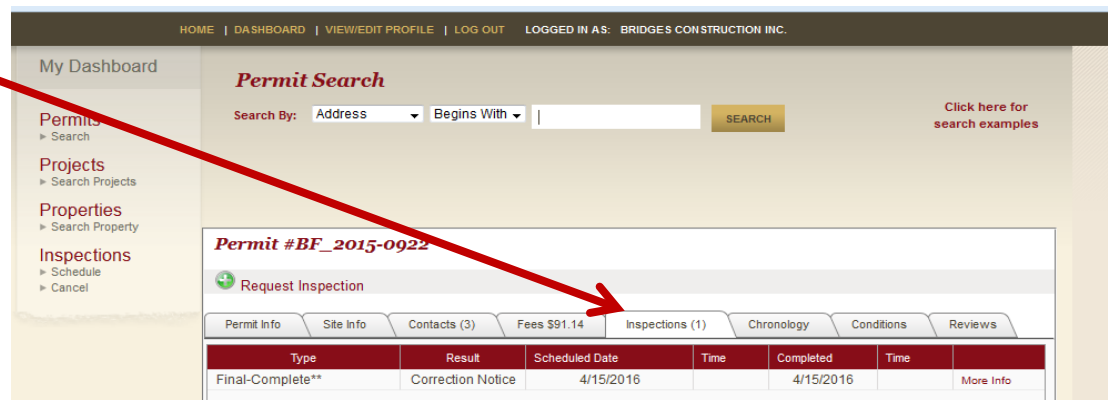
5. The first time you log in, you will be prompted to change your password to continue.



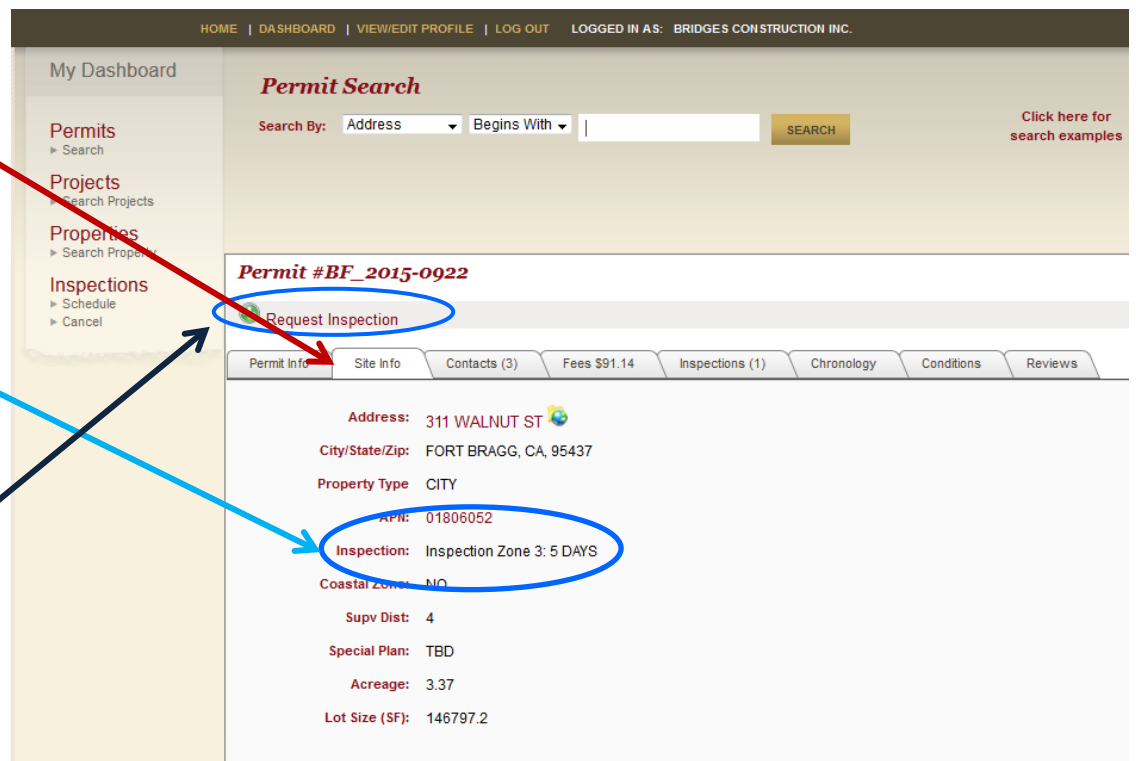


6. Once you have logged in, click continue and the Dashboard will load all existing permits.

7. To check the status of your latest inspections, click the Inspection tab.



8. To request an inspection, first select the **Site Info** tab to determine which days we inspect your location.



9. Inspection Zones are listed for each location.

5 Days means Monday-Friday.

10. Once you have determined the inspection days, click **Request Inspection** to schedule.