



MENDOCINO COUNTY BUSINESS LICENSE CHECKLIST

Instructions (PLEASE READ THIS ENTIRE PAGE):

- Complete this checklist and return it with your application. Incomplete submissions will be returned. Checks made Payable to "MCPBS"

Fees: One of the following fees will be required depending on the type of business:

- \$175 One-Time Fee** (Home Occupation)
- Required for home-based businesses or off-site service providers, e.g. Landscaping, consulting, or cleaning services.
 - Use your home address; PO Boxes are not allowed.
- \$295 One-Time Fee** (Standard)
- Required for businesses in commercial / industrial areas in the unincorporated areas of Mendocino County.
 - PLEASE NOTE: this includes Vacation Home Rentals.
- All fee Exemption** – Submit a copy of **DD214** for U.S. Armed Services honorable discharge.

NOTE: There will be a yearly \$40 renewal fee to the Tax Collectors Office to keep the Business License opened. Check made payable to MCTC for the renewal and sent to the Tax Collectors Office.

Documents:

- Business License Application and Checklist (REQUIRED):** Complete all sections. If a section does not apply, check "No." Clearly describe your business.
- Stormwater Control Certification:** Submit this form if your business is performing industrial uses such as manufacturing, mining, hazardous waste, landfills, recycling, transportation, sewage/waste treatment.
- Air Quality Form:** Submit this document to Planning & Building Services AND Mendocino County Air Quality Management District if you check YES to any of the questions; this is a self-reporting document to MCQAMD.
- Site Map:** Only required for Vacation Home Rental applications where multiple residences exist on the parcel. Indicate on the map the residence to be used for rental purposes along with its address.

PLEASE NOTE - Mobile Food Vendors & Roadside Vendors:

- Must complete the Business License Application.
- Must obtain Live Scan fingerprinting (through Mendocino County Sheriff's Office).
- Must obtain approval from Mendocino County Environmental Health.

Additional information:

If you need to obtain a fictitious Business Name, one can be obtained through The Mendocino County Clerk-Recorder's office located at 501 Low Gap Road, Ukiah CA 95482

If you require a sellers permit you may obtain one through the State of California. Please contact 1-800-400-7115 for further information.

Acknowledgment: I have read and understand the instructions above.

NAME (PRINT): _____ SIGNATURE: _____ DATE: _____



COUNTY OF MENDOCINO

MENDOCINO COUNTY TREASURER-TAX COLLECTOR
501 LOW GAP ROAD ROOM 1060 · UKIAH · CALIFORNIA · 95482
PHONE: (707) 234-6875

MENDOCINO COUNTY BUSINESS LICENSE APPLICATION

APPLICANT INFORMATION

Applicant Name: _____ Parcel Number: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Contact Email: _____ Contact Number: _____
Business Name: _____
Business Address: _____ City: _____ State: _____ Zip: _____

ADDITIONAL INFORMATION

Type of Business: Retail/Sales, Food Facility, Contractor, Hotel/Motel/Rental, Itinerant/Junk, Wholesale,
 Multiple Sellers Other _____
Is this business a: Sole Proprietorship, General Partnership, LLC, INC, CO., N/A, Other:
Contractors License #: _____
Estimated value of equipment (exclude vehicles): _____
 Yes No: Is the location of the business out of County?
 Yes No: Is this a mobile food truck business?
 Yes No: Are you taking over an existing business at the same location (business remains the same)?
 Yes No: Was there a previous business at this location? If YES, business name: _____
 Yes No: Will there be any structural, electrical, plumbing, or mechanical changes? If YES Please describe: _____

Please choose one of the following business types

HOME OCCUPATION

Description of Business: _____
 Yes No: Will you have any employees on site? (Besides Family who live on the property)
 Yes No: Will you have any customers on site?
 Yes No: Will you be using more than 640 Sq. Ft. of floor space for the business?

COMMERCIAL / INDUSTRIAL

Description of Business: _____
(Industrial uses will need to complete the Stormwater sheet in this packet)

SHORT-TERM RENTAL / HOTELS, MOTELS, CAMPING

Description of Business: _____
 How many units will be rented?: _____
 Yes No: Will you be using a host? If YES, please specify: _____
 Yes No: Will the entire house be rented? If YES, what is the total square footage: _____

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Planning and Building BL# _____

Planning Cleared

Application Cleared: Yes No
Date: _____
MCC: _____
Zoning: _____
Signed: _____

Building Cleared

Application Cleared: Yes No
Date: _____
Signed: _____
Notes: _____

TTC Business License Number: _____

Date Issued: _____



Mendocino County
Air Quality Management District

1100A Hastings Road
PO Box 247
Ukiah, California 95482
707-463-4354 / 707-234-6360
mcaqmd@mendocinocounty.gov
www.mendoair.org

AIR QUALITY PERMIT CHECKLIST

California Government Code, Section 65850.2 (c)* prohibits local governments from issuing an Occupancy Permit to a business without clearance from Air Quality. This checklist is designed to determine what type of clearance is needed from the Mendocino County Air Quality Management District for various manufacturing, processing, production, testing, and Dispensing Facilities and may not include all activities that require a permit from the District.

BUSINESS Name: _____ Telephone: _____
Address: _____ City: _____ Zip Code: _____
Contact Email: _____ Cell Phone: _____
Applicant Name (Print): _____ Signature: _____

Check All That Apply:

- Will any of the following equipment be used? : Yes No
 Abrasive Blasting Equipment (*Indoors or Outdoors*)
 Air Filtration / Odor Control Devices
 Baghouse, Cartridge-Type Dust Filter, and/or Scrubber
 Crematory Incinerator
 Boiler / Water Heating Equipment (*Greater Than 500,000 Btu/hr*)
 Commercial Refrigeration Units
 Coating / Painting Equipment (*Booth, Open Air, Indoors or Outdoors*)
 Fuel Storage and/or Dispensing Equipment (*Gasoline*)
 Stationary or Portable Equipment (Grinders, sweepers, drilling rigs, etc.)
 Generators, Pumps or Other Equipment (*Excluding Motor Vehicles*)
(Diesel engine 50 Hp or Greater or Multiple Engines that Total 90 Hp or Greater; Non-diesel engine 250 Hp or greater)

- Will any of the following operations be performed? : Yes No
 Biochar / Biomass Co-Gen Energy Production
 Grading, Aggregate, Soil, Compost, Wood Processing, Storage Activities
 Asphalt, Concrete Production or Grinding Reclaimed Pavement
 Storage of Acids, Solvents, Organic Liquids, or Fuels
 Etching, Plating, Casting, or Melting of Metals or Plastic Materials
 Mixing/Blending of Liquids and/or Powders
 Commercial Wood BBQ / Smoker / Grill / Pizza Oven
 Structural Demolition / Renovation

If you answered No to both questions, this checklist is your District clearance.

If you answered 'Yes' to either question, you must contact the District to determine if Air Quality permits are required. If permits are required, the District will assist you in obtaining the necessary air quality permits and provide you with a clearance letter for your Occupancy Permit. Please contact the District if you have any questions.

*California Govt Code, Section 65850.2(c) "A city or county shall not issue a final certificate of occupancy...unless there is verification from the administering agency...that the owner or authorized agent has met...the requirements for a permit...from the air pollution control district or air quality management district...or has provided proof from the appropriate district that the permit requirements do not apply..."



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
 860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
 752 SOUTH FRANKLIN ST • FORT BRAGG • CALIFORNIA • 95437

JULIA KROG, DIRECTOR
 PHONE: 707-234-6650
 FAX: 707-463-5709
 FB PHONE: 707-964-5379
 FB FAX: 707-961-2427
pbs@mendocinocounty.gov
www.mendocinocounty.gov/pbs

CERTIFICATION OF STATE & FEDERAL STORMWATER CONTROL REQUIREMENTS

1. Primary Standard Industry Code (SIC) #: _____

(located at: <https://www.osha.gov/data/sic-search> - see attached SIC Division Groups from OSHA to see if your type of business is listed)

2. Check and complete all that apply:

This business is subject to the California Industrial General Permit; we have obtained coverage for our operations and continually implement the requirements of this permit coverage. (Complete A & **one of** B1, B2, or B3 below, as applicable)

A. Primary Business Activity: _____

B1. Industrial General Permit Waste Discharge Identification (WDID) #: _____

(must be reported to the County of Mendocino)

B2. Industrial General Permit No Exposure Certification Identification (NEC) #: _____

B3. Industrial General Permit Notice of Non-Applicability Identification (NONA)#: _____

This business is NOT subject to the California Industrial General Permit.

I certify that our facility prevents potential pollutants from being discharged from our business location.

Owner/Operator (PRINT NAME): _____

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Issuance of the herein referenced business license is hereby approved pursuant to and/or with the following conditions:

Staff Signature: _____ Date: _____

NOTE:

- Stop Work Orders will be issued by the Building Official if construction is done without required permits.
- All contractors and subcontractors must possess a current Mendocino County business license
- The contractors and subcontractors must have current workman's compensation and must be bonded
- Building permits are issued to the licensed contractor, property owner or a certified agent.

The following pages are not part of the Business License Application. They are for informational purposes only.

CHAPTER 20.156 HOME OCCUPATIONS

Sec. 20.156.005 Declaration.

It is the intent of this Chapter to provide for the accessory use of a dwelling or accessory building(s) on the same parcel as the dwelling for gainful employment involving the manufacture, provision, or sale of goods and/or services. The use must be clearly incidental and secondary to the use of the premises for residential purposes and must not change or adversely affect the residential or rural character of the property or its surroundings. A use permit is not required to conduct a home occupation; however, such use shall be subject to all conditions of this Division generally, such as off-street parking, and all other permits required under County Code, such as building permits and business licenses.

Sec. 20.156.010 General Standards.

The particular uses conducted as the home occupation, and their operation and appearance, shall not change or disturb the residential or rural character of the premises or its surrounding.

Sec. 20.156.015 Specific Standards.

Home occupations shall conform to the following requirements:

- (A) No person other than members of the family residing on the premises shall be engaged in the home occupation; provided, however, that one (1) employee shall be permitted when the property on which the home occupation is located is a minimum of forty thousand (40,000) square feet.
- (B) The home occupation shall be clearly incidental and subordinate to the use of the premises for residential purposes. All aspects of the home occupation, including storage, shall be conducted entirely within the dwelling unit or enclosed accessory building(s) on the premises. The total area used for the home occupation shall not exceed six hundred forty (640) square feet.
- (C) The home occupation shall not result in any change in the outside appearance of the building or premises, or other visible evidence of the conduct of such occupation, other than one (1) nonilluminated sign not exceeding two (2) square feet.
- (D) The sale of merchandise not produced on the premises (except mail order businesses) shall be incidental and accessory to the merchandise or service produced by the home occupation, and shall not be advertised in any manner.
- (E) Not more than ten (10) customers or clients shall come to the premises during any one (1) day, restricted to the hours 8:00 a.m. to 8:00 p.m. Not more than three (3) delivery vehicles shall access the premises each day.
- (F) Heavy commercial vehicles shall not be used in the home occupation for delivery of materials to or from the premises.
- (G) No mechanical or electrical equipment shall be employed other than machinery or equipment typical of the type or specifications used in a hobby or a vocation customarily conducted within the confines of the dwelling unit.
- (H) No equipment or process used shall create noise, vibration, glare, fumes, dust, odors, smoke, electrical interference or other impacts in excess of those customarily generated by single family residential uses in the neighborhood.

Sec. 20.156.020 Examples of Uses That Frequently Qualify as Home Occupations.

The following are typical examples of uses which often can be conducted within the limits of the restrictions established in this Division and thereby qualify as home occupations. Uses which qualify as home occupations are not limited to those named in this Section (nor does the listing of a use in this Section automatically qualify it as a home occupation):

- (A) Artists and sculptors;
- (B) Authors and composers;
- (C) Babysitters;
- (D) Beauticians and barbers, limited to one chair;
- (E) Dressmaking, seamstress and tailors;
- (F) Day care center, family care home, or school for six (6) or less persons;
- (G) Home crafts, such as model making, rug weaving, lapidary work, photography, or ceramics;
- (H) Repair or fix-it shop for items normally found in or around the home;
- (I) Office facility of an architect, attorney, broker, consultant, dance instructor, doctor, dentist, engineer, instructor in arts and crafts, insurance agent, land surveyor, music instructor, real estate agent, tutor or off-site service providers;
- (J) Off-site service providers;
- (K) Food and beverage preparation—without consumption;
- (L) Mail order businesses.

CHAPTER 20.024 COMMERCIAL USE TYPES

Sec. 20.024.005 General Description of Commercial Use Types.

Commercial use types include the distribution and sale or rental of goods; and the provision of services other than those classified as civic uses. They also include certain uses accessory to the above, as specified in Chapter 20.164, Accessory Use Regulations.

Sec. 20.024.010 Administrative and Business Offices.

"Administrative and business offices" means offices of private firms or organizations which are primarily used for the provision of professional, executive, management, or administrative services. Typical uses include administrative offices, and services including real estate, insurance, property management, investment, travel, secretarial services, telephone answering, photocopy and reproduction, and other activities when the service rendered is that customarily associated with administrative office services. Excluded are banks.

Sec. 20.024.015 Agricultural Sales and Services.

"Agricultural sales and services" means establishments or places of business engaged in sale from the premises of feed, grain, fertilizers, pesticides and similar goods or in the provision of agriculturally related services with incidental storage on lots other than where the services are rendered. Typical uses include nurseries, hay, feed and grain stores, crop dusting, or tree service firms.

Sec. 20.024.020 Animal Sales and Services.

"Animal sales and services" means establishments or places of business primarily engaged in animal related sales and services. The following are animals sales and services use types:

- (A) Animal Sales and Services—Auctioning. Auctioning of livestock on a wholesale or retail basis with incidental storage of animals produced off property not exceeding seventy-two (72) hour periods. Typical uses include animal auctions or livestock auction yards.
- (B) Animal Sales and Services—Household Pets. Retail sales and grooming of dogs, cats, birds, fish and similar small animals customarily used as household pets. Typical uses include pet stores, dog bathing and clipping salons, or pet grooming shops.
- (C) Animal Sales and Services—Horse Stables. Boarding, breeding or raising of horses not owned by the occupants of the premises or riding of horses by other than the occupants of the premises or their nonpaying guests. Typical uses include boarding stables or public stables.
- (D) Animal Sales and Services—Kennels. Kennel services for dogs, cats and similar small animals. Typical uses include boarding kennels, pet motels or dog training centers.
- (E) Animal Sales and Services—Stockyards. Stockyard services involving the temporary keeping of transient livestock for slaughter, market or shipping. Typical uses include stockyards or animal sales yards.
- (F) Animal Sales and Services—Veterinary (Large Animals). Veterinary services for large animals. Typical uses include animal hospitals (large animals) and veterinary hospitals (large animals). Typical uses include clinics for the treatment of sheep, cattle, horses, goats and similar large animals.
- (G) Animal Sales and Services—Veterinary (Small Animals). Veterinary services for small animals provided that overnight care shall be within a fully enclosed building or structure. Typical uses include pet clinics, dog and cat hospitals or animal hospitals treating small animals.

Sec. 20.024.025 Automotive and Equipment.

"Automotive and equipment" means establishment or places of business primarily engaged in automotive related or heavy equipment sales or services. The following are automotive and equipment use types:

- (A) Automotive and Equipment—Cleaning. Washing and polishing of automobiles. Typical uses include auto laundries or car washes.
- (B) Automotive and Equipment—Fleet Storage. Storage or parking of one (1) or more vehicles used regularly in business operations. Excluded from this use type are automotive and equipment— sales/rentals, and the incidental parking of vehicles as an accessory use to a permitted use on the same premises. Typical uses include taxi fleets, mobile catering truck storage or delivery truck fleets.
- (C) Automotive and Equipment—Parking. Parking of motor vehicles on a temporary basis within a public or privately owned off-street parking area with or without a fee. Typical uses include commercial parking lots or commercial garages.
- (D) Automotive and Equipment—Gasoline Sales. Establishments or places of business primarily engaged in the retail sale, from the premises, of petroleum products with incidental sale of tires, batteries, and replacement items, lubricating services and minor repair services. Typical uses include automobile service stations, filling stations or truck stops.
- (E) Automotive and Equipment—Repairs, Light (Under Six Thousand (6,000) Pounds). Repairs of automobiles, pick-up trucks, recreational vehicles, farm equipment and boats (less than twenty-four (24) feet in length) and the sale, installation and servicing of automobile equipment and parts but excluding body repairs and painting. Typical uses include muffler shops, auto repair garages, auto glass shops or auto parts stores.
- (F) Automotive and Equipment—Repairs, Heavy (Six Thousand (6,000) Pounds and Over). Repair of motor vehicles such as aircraft, boats, (twenty-four (24) feet or longer) heavy construction equipment, trucks, or major truck terminals etc., as well as the sale, installation and servicing of automotive equipment and parts together with body repairs, painting and steam cleaning. Typical uses include truck transmission shops, body shops or motor freight maintenance groups.
- (G) Automotive and Equipment—Sales/Rentals. Sale, retail or wholesale and/or rental from the premises of auto, trucks, motorcycles, mobile homes, motor homes, trailers, construction equipment, farm equipment and aircraft together with incidental maintenance. Typical uses include auto dealers, car rental agencies, aircraft dealers, boat dealers, construction equipment dealers, or mobile home dealers.

- (H) Automotive and Equipment—Storage, Nonoperating Vehicles. Storage of nonoperating motor vehicles. Typical uses include storage of private parking towaways or impound yards.
- (I) Automotive and Equipment—Storage, Recreational Vehicles and Boats. Storage of recreational vehicles and boats. Typical uses include the collective storage of personal recreational vehicles or boats.

Sec. 20.024.030 Building Maintenance Services.

"Building maintenance services" means establishments primarily engaged in the provision of maintenance and custodial services to firms rather than individuals. Typical uses include janitorial, landscape maintenance, or window cleaning services.

Sec. 20.024.035 Business Equipment Sales and Services.

"Business equipment sales and services" means establishments or places of business primarily engaged in the sale, rental or repair of equipment and supplies used by office, professional and service establishments to the firms themselves rather than to individuals, but excludes automotive, construction and farm equipment. Typical uses include office equipment and supply firms, small business machine repair shops or hotel equipment and supply firms.

Sec. 20.024.040 Commercial Recreation.

"Commercial recreation" means establishments or places primarily engaged in the provision of sports, entertainment, or recreation for participants or spectators. The following are commercial recreation use types:

- (A) **Indoor Sports and Recreation.** Uses conducted within an enclosed building. Typical uses include bowling alleys, billiard parlors, ice and roller skating rinks, penny arcades.
- (B) **Outdoor Sports and Recreation.** Uses conducted in open or partially enclosed or screened facilities. Typical uses include driving ranges, golf courses, swimming pools, water slides, tennis courts, racquetball courts. Shooting ranges and motorcycle parks shall require a use permit.
- (C) **Outdoor Sports and Recreation—Limited.** Recreational activities that are compatible with and not detrimental to the agricultural use of the property, specifically meaning the use of land by the public, with or without charge, for any of the following recreational uses: Walking, hiking, picnicking, swimming, boating, fishing, hunting, equestrian uses or other outdoor games such as golf driving ranges, tennis courts (grass only), par course (physical fitness) and athletic fields (football, soccer and batting practice range). This recreational use is limited as follows:
 - (1) A duration of two (2) years, subject to renewal.
 - (2) No permanent structures may be constructed to support this use.
 - (3) No soil shall be moved to support this use.
 - (4) Use must be in compliance with Williamson Act contract restrictions and with the use as specified in Mendocino County Code Section 22.08.071.
- (D) **Indoor Entertainment.** Predominantly spectator uses conducted within an enclosed building. Typical uses include motion picture theaters, meeting halls, dance halls and auditoriums.
- (E) **Outdoor Entertainment.** Predominantly spectator uses conducted in open facilities. Typical uses include sports arenas, racing facilities, amusement parks.

Sec. 20.024.045 Communications Services.

"Communications services" means establishments primarily engaged in the provisions of broadcasting and other information relay services accomplished through the use of electronic mechanisms but excludes those classified as major or minor impact services and utilities. Typical uses include television studios, telecommunication service centers or telegraph service offices.

Sec. 20.024.050 Construction Sales and Services.

"Construction sales and services" means establishments or places of business primarily engaged in construction activities and incidental storage on lots other than construction sites as well as the retail or wholesale sale, from the premises, of materials used in the construction of buildings or other structures other than retail sale of paint, fixtures and hardware; but excludes those classified as one of the automotive and heavy equipment use types. Typical uses include building materials stores, tool and equipment rental or sales, retail lumber, contractors storage yard, furniture manufacturing or cabinet shops.

Sec. 20.024.055 Cottage Industries—Limited.

"Cottage industries—limited" means use types conducted in compliance with Chapter 20.160.

Sec. 20.024.060 Cottage Industries—General.

"Cottage industries—general" means use types conducted in compliance with Chapter 20.160.

Sec. 20.024.065 Eating and Drinking Establishments.

"Eating and drinking establishments" means establishments or places of business primarily engaged in the sale of prepared food and beverage for on-premises consumption. Typical uses include restaurants, short order eating places, bars, or tasting rooms when not associated with a Packaging and Processing—winery use type.

Sec. 20.024.070 Financial Services.

"Financial services" means establishments primarily engaged in the provision of financial services and banking. Typical uses include banks, savings and loan institutions, loan and lending activities, and similar services.

Sec. 20.024.075 Food and Beverage Retail Sales.

"Food and beverage retail sales" means establishments or places of business primarily engaged in the retail sale of food and beverage for home consumption. Typical uses include grocery stores, liquor stores, delicatessens or retail bakeries.

Sec. 20.024.080 Food and Beverage Preparation—Without Consumption.

"Food and beverage preparation—without consumption" means establishments or places of business primarily engaged in the preparation of food and beverage and which no consumption of the products occur on the premises. Typical uses include catering.

Sec. 20.024.085 Funeral and Interment Services.

"Funeral and interment services" means establishments primarily engaged in the provision of services involving the care, preparation or disposition of human dead. Typical uses include funeral homes or mortuaries.

Sec. 20.024.090 Laundry Services.

"Laundry services" means establishments primarily engaged in the provision of laundering, dry cleaning or dyeing services other than those classified as personal services. Typical uses include laundry agencies, diaper services or linen supply services.

Sec. 20.024.092 Mail Order Businesses.

"Mail order businesses" means the storage, sale and delivery of goods and merchandise produced on or off the premises to retail or wholesale consumers by way of the mails, delivery services, or in any other manner in which visitation to the premises by the wholesale or retail consumers is strictly incidental.

Sec. 20.024.095 Medical Services.

"Medical services" means establishments primarily engaged in the provision of personal health services ranging from prevention, diagnosis and treatment or rehabilitation services provided by physicians, dentists, nurses and other health personnel as well as the provisions of medical testing and analysis services, but excludes those classified as any civic use type. Typical uses include medical offices, dental laboratories or health maintenance organizations.

Sec. 20.024.100 Personal Services.

"Personal services" means establishments or places of business primarily engaged in the provision of services of a personal nature. Typical uses include beauty and barber shops, seamstress, tailor, self-service laundry, photography studios, driving schools, health or physical fitness studios, reducing salons, dance studios, handicraft and hobby instruction.

Sec. 20.024.105 Recycling Centers.

"Recycling centers" means places of business or public facilities for the collection or processing of recyclable materials, including but not limited to metals, glass, plastic, paper, appliances or white metals. Appliances and white metals shall be limited to twenty-five (25) percent of the floor area devoted to the storage of recyclable materials but not more than four hundred (400) square feet. Recycling centers exclude automobile wrecking yards, junk yards, and the collection of refuse or hazardous materials except recyclable batteries, or paint, oil or antifreeze limited to one thousand (1,000) gallons of each fluid. Recycling centers may process recyclable materials for efficient shipping or to an end-user's specifications by baling, bunching, crushing, smashing, separation, shredding or similar action. The recycling of materials excluded from recycling centers may be permitted as an industrial use type. See Chapter 20.164 for exemptions classified as accessory recycling.

Sec. 20.024.107 Redemption Centers.

"Redemption centers" means small collection centers for the acceptance and temporary storage of redeemable recyclable materials from the public by donation, redemption or purchase. A redemption center may include reverse vending machine(s) or a mobile recycling unit. A redemption center shall not exceed three thousand (3,000) square feet, and if not contained within a permanent structure shall be contained behind a minimum six (6) foot high view-obstructing fence secure from unauthorized entry. Processing is limited to preparing the accumulated recyclable material for efficient shipping or to an end-user's specifications, including baling, compacting, crushing, mechanical sorting, or shredding, provided that the noise level does not exceed fifty (50) dBA Leq at the property line adjacent to a residential or similar noise sensitive use or sixty (60) dBA Leq at the property line adjacent to a commercial use. All processing shall be conducted between the hours of 9:00 a.m. and 6:00 p.m., Monday through Saturday. Recycling which exceeds the limits of a redemption center may be permitted under recycling centers. See also Chapter 20.164 for accessory recycling.

Sec. 20.024.110 Repair Services, Consumer.

"Repair services, consumer" means establishments primarily engaged in the provision of repair services to individuals and households rather than firms, but excluding automotive and equipment use types. Typical uses include appliance repair shops, watch or jewelry repair, apparel repair firms or musical instrument repair firms.

Sec. 20.024.115 Research Services.

"Research services" means establishments primarily engaged in research of an industrial or scientific nature which is provided as a service or which is conducted by and for a private firm, but excludes medical testing and analysis and product testing. Typical uses include electronics research laboratories, space research and development firms or pharmaceutical research labs.

Sec. 20.024.120 Retail Sales, General.

"Retail sales, general" means sale or rental of commonly used goods, and merchandise for personal or household use, but excludes those classified more specifically in Sections 20.024.005 to 20.024.115 and Sections 20.024.125 to 20.024.140 (all other commercial use types) inclusive. Typical uses include department stores, apparel stores, furniture stores, or establishments providing the following products or services: household cleaning and maintenance products; drugs, cards, and stationery, notions, books, tobacco products, cosmetics, and specialty items; flowers, plants, hobby materials, toys, and handcrafted items; apparel, jewelry, fabrics, and like items; cameras, photography services, household electronic equipment, records, sporting equipment, kitchen utensils, home furnishing and appliances, art supplies and framing, arts and antiques, paint and wallpaper, carpeting and floor covering, interior decorating services, office supplies; bicycles; automotive parts and accessories (excluding service and installation) or hardware stores (excluding lumber storage or sales).

Sec. 20.024.125 Scrap Operations.

"Scrap operations" means places of business primarily engaged in the storage, sale dismantling or other processing of used or waste materials which are not intended for reuse in their original form. Typical uses include automotive wrecking, and junk yards.

Sec. 20.024.130 Swap Meets.

"Swap meets" means display, exchange, barter or sale of new or used common household items or office equipment and furnishings, provided that such activity is carried on in a swap lot. Typical uses include flea markets where clothing, personal effects, household furnishings and household appliances are sold or otherwise exchanged.

Sec. 20.024.135 Transient Habitation.

"Transient habitation" means establishments primarily engaged in the provision of lodging services on a less than monthly basis with incidental food, drink and other sales and services intended for the convenience of guests. The following are transient habitation use types:

- A) Transient Habitation—Campground. Campground services involving transient habitation areas for travelers in recreational vehicles or tents. Typical uses include recreational vehicle parks or campgrounds. Uses within this use type are subject to Chapter 20.176, Recreational Vehicle Parks and Campgrounds.
- B) Transient Habitation—Lodging (Limited). Lodging services involving the provision of room and/or board. Typical uses include hotels, motels, inns, or transient boarding houses with three (3) to six (6) rooms.
- C) Transient Habitation—Lodging. Lodging services involving the provision of room and/or board. Typical uses include hotels, motels, inns, or transient boarding houses with seven (7) or more rooms.
- D) Transient Habitation—Resort and Recreational Facilities. Resort services including the provision of extensive outdoor recreation and entertainment services especially for vacationers. Typical uses include resort and recreational facilities, health spas, resort hotels and motels, guest ranch, inns or organized camps.

Sec. 20.024.140 Wholesaling, Storage and Distribution.

"Wholesaling, storage and distribution" means establishment or places of business primarily engaged in wholesaling, storage, distribution and handling of materials and equipment other than live animals. The following are wholesaling, storage and distribution use types:

A. Wholesaling, Storage and Distribution—Mini-Warehouses.

Storage or warehousing service within a building(s) primarily for individuals to store personal effects and by businesses to store material for operation of an industrial or commercial enterprise located elsewhere. Incidental uses in a mini-warehouse facility function as an independent retail, wholesale, business or service use. Individual storage spaces within a mini warehouse shall have a maximum gross floor area of four hundred (400) square feet and shall not be used for workshops, hobby shops, manufacturing or similar uses and human occupancy of said spaces shall be limited to that required to transport, arrange, and maintain stored materials. Driveways between mini-warehouse buildings on the same site shall have a minimum width of twenty-four (24) feet to accommodate the temporary parking of vehicles during loading and unloading operations.

B. Wholesaling, Storage and Distribution—Light.

Wholesaling, storage and warehousing services within enclosed structures. Typical uses include wholesale distributor, storage warehouses or moving and storage firms.

C. Wholesaling, Storage and Distribution—Heavy.

Open-air storage, distribution and handling of materials and equipment. Typical uses include monument or stone yards, grain elevators, propane providers, or open storage yards.

CHAPTER 20.028 INDUSTRIAL USE TYPES

Sec. 20.028.005 General Description of Industrial Use Types.

Industrial use types include on-site production of goods by methods not agricultural or extractive in nature. They also include certain uses accessory to the above, as specified in Chapter 20.164, Accessory Use Regulations.

Sec. 20.028.010 Custom Manufacturing.

"Custom manufacturing" means the on-site production of individually crafted goods using hand tools or mechanical equipment typical of the type or specifications found in a home shop or not creating noise, dust, fumes, visual impacts or electrical or water use in excess of home shop or hobby equipment and may include incidental on-site sales of those goods to retail consumers. Typical uses include ceramic studios, candle-making shops, custom jewelry manufacturing and wood working shops, or light assembly of components manufactured off-premises.

Sec. 20.028.015 General Industrial.

"General industrial" means industrial plants primarily engaged in manufacturing, compounding, processing, assembling, packaging, treatment or fabrication of materials and products. Included are aggregate processing plants such as crushing, screening, washing and mixing plants.

Sec. 20.028.020 Heavy Industrial.

"Heavy industrial" means all other industrial plants or other uses involving the compounding of radioactive materials, petroleum refining or manufacturing of explosives.

Sec. 20.028.025 Explosives Storage.

"Explosives storage" means storage of any quantity of explosives as defined by Section 1200 of the California Health and Safety Code. Typical uses include storage in the course of manufacturing, selling or transporting explosives or in the course of blasting operations.

SHORT TERM RENTALS

Mendocino County's inland zoning ordinance (Division I) does not contain specific regulations addressing short-term rentals (STRs). However, the County has historically permitted STRs under the **Room and Board** provisions outlined in **§20.164.015(L)** of the zoning code.

This section allows property owners to rent out "not more than two (2) rooms for occupancy by transient guests for compensation or profit, provided the parcel has frontage on a publicly maintained road." If a property does **not** have frontage on a publicly maintained road, a **Major Use Permit** is required.

Since 2010, the County has interpreted this provision to apply to **entire residential structures** when used as STRs, rather than limiting rentals to just two rooms. This interpretation was based on a letter from former Planning Director dated **October 7, 2010**. However, because that letter did not explicitly state this interpretation, this memo serves as a formal clarification of the County's policy.

Key Interpretations of §20.164.015(L)

The Department interprets the Room and Board provision as follows for STRs in Mendocino County's inland areas:

1. **Full Structure Use Allowed** – STRs may use the **entire residential structure**, rather than being limited to two rooms, as long as they comply with business license requirements for room and board.
2. **Road Frontage Requirement** – The zoning code states that a "Use Permit is required if the parcel does not have frontage on a publicly maintained road." **Frontage** is defined in **§20.008.028(J)** as "that portion of a property line which abuts a legally accessible street right-of-way."
 - This means the **parcel itself** must have direct frontage on a publicly maintained road.
 - However, the zoning code does **not** require that the rental structure be directly accessible via a public road.
 - If a parcel has multiple access points via both public and private roads, the County will evaluate access based on the **intent** of the regulation: ensuring that neighbors using shared private roads have an opportunity to provide input.
3. **Accessory Use Requirement** – STRs are considered an **accessory use** and must be secondary to a **principally permitted or permissible** primary use on the property.

ADDITIONAL INFORMATION

If you have questions regarding STR regulations, business license requirements, or permitting processes, please contact the Mendocino County Planning & Building Department.

Mendocino County's coastal zoning ordinance (Division II) Coastal Zone: Vacation home rentals are permitted (with a Business License) in all zoning's that allow a single-family residence.

Mendocino County's Town of Mendocino ordinance (Division III) Coastal Zone: This division has a waiting list for Short Term Rentals. Please contact the Planning and Building Services for timelines and availabilities.