



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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Building Policy 04. Construction & Inspection Field Operations

Previous Policies

This consolidated policy replaces and supersedes the following prior policies:

- Building Policy 03: Foundations Completed Without Inspections, May 14, 2015
- Building Policy 13: Consolidation of Inspections, May 21, 2015
- Building Policy 30: Re-Inspection Fees, May 21, 2015

Purpose

The purpose of this policy is to establish consistent procedure governing construction-phase inspections, field operations, inspection consolidation, corrective inspections, and enforcement actions. This policy is intended to:

- Ensure compliance with approved plans and applicable building codes;
- Promote efficient use of inspection resources;
- Clarify responsibilities of owners, agents, and contractors;
- Maintain public health, safety, and structural integrity throughout construction.

Definitions

For the purposes of this policy:

- **Consolidated Inspection:** A single inspection covering multiple inspection types when conditions allow.
- **Correction Notice:** A written notice identifying incomplete or noncompliant work.
- **Inspection:** A required Building Division site visit to verify code compliance at specific stages of construction.
- **Re-Inspection:** A follow-up inspection conducted after correction notices have been issued.

Objectives

This policy seeks to:

1. Ensure uninspected or concealed construction is properly evaluated and documented.
2. Encourage inspection consolidation to maximize staff efficiency.
3. Establish fair and enforceable re-inspection procedures.
4. Provide transparency and consistency in field inspection practices.

Authority

The authority for this policy is contained in the California Building Code, including Section 104, which authorizes the Building Official to render interpretations of the code and adopt policies and procedures to clarify application of its provisions, as well as applicable sections of the Mendocino County Code.

- Mendocino County Code (MCC) Chapter 18.04.025
- California Building Code (CBC), Sections 104

Policy

1. Foundations Completed Without Required Inspections

When approved by the Building Official, the following procedure shall serve as the minimum guideline for achieving inspection compliance on Title 24 projects where a foundation has been constructed without receiving required inspection approvals.

1.1 Required Professional Evaluation

The owner, owner's agent, or contractor shall retain a California-licensed engineer or architect to conduct a site investigation of the foundation.

1.2 Investigation Report Requirements

The written report shall include, but is not limited to:

- Name(s) of person(s) performing the inspection;
- Dates and times of inspections;
- Description of site conditions observed;
- Foundation depths, widths, and lengths;
- Reinforcing steel size, location, and spacing;
- Anchor bolt size, length, and spacing.

The report shall include a statement confirming that the work is consistent with the approved plans and current building code requirements.

1.3 Submittal and Approval

The report shall be:

- Submitted in writing to the Building Official, and
- Wet-stamped and signed by the engineer or architect.

Work on the project shall not resume until the report has been reviewed and approved by the Building Official. Additional data may be required during the review process.

2. Consolidation of Inspections

In order to improve inspection efficiency, the Building Division requires the consolidation of inspections whenever feasible and when site conditions allow.

2.1 Allowable Inspection Combinations

The following inspections may be consolidated:

1. Temporary electrical installations combined with:
 - Underground plumbing inspections, or
 - Foundation forms and reinforcement inspections
2. Underfloor inspections, including:
 - Underfloor plumbing
 - Underfloor mechanical
 - Underfloor electrical
 - Underfloor framing
3. Roof Sheathing Inspection
 - Roof sheathing nailing inspection may be conducted separately when required by code or field conditions.
4. Rough & Framing Inspections
 - Rough mechanical
 - Rough plumbing
 - Rough electrical
 - Framing inspection

5. Insulation Inspections (when applicable)
 - Certificates of Insulation may be accepted from a licensed contractor in lieu of insulation inspections.
6. Final Inspection

A final inspection may include review of:

 - Roof covering (roofing)
 - Electrical systems
 - Mechanical systems
 - Plumbing systems
 - Structural and site construction
 - All reports or approvals by other agencies are required to be submitted to the building department prior to scheduling the final inspection.

2.2 Inspector Discretion

Inspections shall be consolidated as a standard practice unless the Building Inspector determines that separate inspections are necessary due to project complexity, site conditions, or applicable code requirements.

3. Re-Inspection Fees

A re-inspection fee shall be charged when an inspector has issued an official Notice of Inspection and, upon return for re-inspection, the owner, agent, or contractor has failed to complete all items identified on the notice.

3.1 Cancellations

Scheduled inspections must be cancelled at least 24 hours in advance to avoid re-inspection fees. Inspections cancelled within 24 hours of the scheduled time will be counted toward the project's allotted inspections and will result in a correction notice. If corrections are identified during the rescheduled inspection, a re-inspection fee may apply. If the cancelled inspection was a re-inspection, a re-inspection fee will apply.

3.2 Exception

Items that will not be concealed or that can be verified via digital imaging (as determined by a building inspector), and can be readily inspected at a later inspection, may be exempt from re-inspection fees.

3.3 Permit Status

Payment of a re-inspection fee does not:

- Extend the validity of a permit
- Constitute approval or sign-off of the inspection

3.4 Fee Authorization

Re-inspection fees shall be assessed in accordance with fees adopted by resolution of the Mendocino County Board of Supervisors.

This policy is effective as of the date of the signatures below.

Policy Approved: 
Richard Angley, Chief Building Official

Date: 03-08-2026

Policy Approved:  _____
Julia Krog, Director

Date: 03-10-2026