



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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Building Policy 07. Fee Calculations & Permit Issuance

Previous Policies

This policy consolidates and supersedes the following Building Division documents:

- Building Policy 24: Cancellation of Permit Applications, July 9, 1998
- Building Policy 44: Agricultural Exempt Permit Fees, Approximately 2009
- Building Procedure 01: Permit DocuSign Digital Issuance, June 21, 2024

Purpose

The purpose of this policy is to establish consistent requirements and procedures governing:

- Cancellation of building permit applications
- Fee calculation and processing for agricultural exempt permits
- Issuance of building permits using digital signature technology
- Clear delineation of applicant and staff responsibilities during permit issuance

This policy is intended to support efficiency, transparency, and accuracy throughout the permit application and issuance process.

Definitions

For the purposes of this policy:

- **Permit Application:** A request for authorization to perform construction regulated by the Building Division.
- **Permit Issuance:** The formal release of an approved building permit authorizing construction to begin.
- **Agricultural Exempt Permit:** A building permit issued for qualifying agricultural structures exempt from certain fees or requirements, as allowed by code and policy.
- **Digital Permit Issuance:** The issuance of permits using electronic documents and digital signatures, including DocuSign or successor platforms.
- **Applicant:** The property owner or authorized agent submitting a permit application.

Objectives

The objectives of this policy are to:

1. Ensure consistent handling of permit applications and cancellations.
2. Clarify fee determination procedures for agricultural exempt permits.
3. Standardize digital permit issuance practices.
4. Improve accountability and documentation within permit records.

Authority

The authority for this policy is contained in, but not limited to:

- Mendocino County Code (MCC), Title 10 and Title 18 Section 18.08
- California Building Code (CBC), Section 109
- Fee schedules adopted by resolution of the Mendocino County Board of Supervisors

Policy

1. Cancellation of Permit Applications

A permit application shall not be canceled unless:

1. The owner or authorized agent submits a written request for cancellation; and
2. All money owed for plan review or plan-check services has been paid in full.

The written cancellation request shall be attached to the associated record, along with the canceled application.

2. Agricultural Exempt Permit Fee Determination

2.1 Fee Calculation

For agricultural exempt projects, the building permit fee shall be calculated by Planning and Building Services administrative staff at the time fees are entered into the permit tracking system. The single unit fee will be based on the Building Division Master Fee Schedule approved by the Board of Supervisors.

2.2 Fee Sheets and Additional Review

A fee sheet generated during plan review is not required for agricultural exempt projects unless:

- The exempt structure exceeds 1,000 square feet, or
- The nature of construction is sufficiently complex to require more than one inspection.

When either condition applies, a completed fee sheet shall be prepared reflecting additional plan review time and inspection requirements.

3. Digital Permit Issuance (DocuSign)

3.1 Authorization

Building permits may be issued digitally using DocuSign or an approved successor platform, in lieu of physical signatures, when permitted by County policy and system capabilities.

3.2 Digital Issuance Procedure

Digital permit issuance shall include:

- Generation of the permit document from the permit tracking system
- Inclusion of required permit pages and conditions
- Routing of documents to the applicant for signature
- Routing of documents to authorized Planning and Building Services staff for final signature

Once all required digital signatures are complete, the fully executed permit shall be distributed electronically to the applicant and retained in the official permit record.

3.3 Legal Effect

Digitally issued permits and signatures shall carry the same legal authority as wet-signed permits.

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

Policy Approved: 
Richard Anglely, Chief Building Official

Date: 03-08-2026

Policy Approved: Julia Krog
Julia Krog, Director

Date: 3-12-2026