



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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Building Policy 08. Plan Review & Revision

Previous Policies

This policy consolidates and supersedes the following Building Division documents:

- Building Memo 06: Habitable / Non-Habitable Plan Check Clarification and Definition, May 30, 2018
- Building Policy 10: Revision and Recheck Submittal Policy, November 21, 2023
- Building Policy 25: Changes to Approved Plans, January 16, 2013

Purpose

The purpose of this policy is to establish consistent standards and procedures for:

- Determining habitable and non-habitable space during plan review
- Calculating square footage for residential occupancies
- Submitting, reviewing, and approving plan revisions and rechecks
- Managing changes to plans after permit issuance

This policy ensures clarity, accountability, and code compliance throughout the plan review and construction process.

Definitions

For the purposes of this policy:

- **Habitable Space:** Space used for living, sleeping, eating, or cooking that is heated and considered conditioned space.
- **Non-Habitable Space:** Space such as bathrooms, closets, halls, utility rooms, and similar areas not classified as habitable space.
- **Conditioned Space:** Space that is heated and/or cooled, regardless of habitable classification.
- **Revision / Recheck:** A formal submittal to correct, modify, or clarify previously submitted or approved construction documents.
- **Approved Job Copy:** The County-stamped set of plans approved for construction.

Objectives

The objectives of this policy are to:

1. Ensure accurate and consistent plan review determinations.
2. Establish clear procedures for revisions and rechecks.
3. Prevent unauthorized construction changes.
4. Maintain a complete and traceable permit record.
5. Reduce delays caused by unclear or incomplete submittals.

Authority

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

- Mendocino County Code (MCC), Title 18 Section 18.04.025
- California Building Code (CBC), Sections 104, 107.1 (exception) and 107.3

Policy

1. Plan Review – Habitable and Non-Habitable Space Determination

1.1 Square Footage Calculation

When reviewing residential (R-Occupancy) plans, square footage shall be calculated as the gross floor area of all floors, measured from the exterior faces of exterior walls, and shall include both habitable and non-habitable spaces.

1.2 Habitable Space

Habitable space includes areas used for living, sleeping, eating, or cooking and must:

- Be heated
- Meet all code requirements for the applicable occupancy
- Have an internal access connection to the existing living area

1.3 Non-Habitable Space

Non-habitable space includes bathrooms, toilet compartments, closets, halls, and utility spaces. These spaces:

- May or may not be heated and/or cooled
 - Are considered conditioned space if heated and/or cooled
- Must generally have internal access to the existing living area to be included in total conditioned square footage

Garages, laundry rooms, and utility spaces are excluded from conditioned habitable square footage unless otherwise required by code.

2. Revisions and Recheck Submittals

2.1 When Revisions Are Required

A revision or recheck is required when changes or corrections are made to previously submitted or approved construction documents.

2.2 Submittal Requirements

Applicants shall submit:

1. A completed Revision/Recheck form
2. A cover letter or correction letter explaining all proposed changes
3. Revised plans, site map (if applicable), calculations, manuals, and supporting documents as applicable
4. Correction Letter, if applicable

2.3 Administrative Processing

Administrative staff shall:

- Scan and attach revision documents to the permit record
- Assign plan reviews to all applicable divisions
- Change the permit status to REVISION when revisions apply to an issued permit

No inspections shall occur to area of revision while a permit is in revision status.

2.4 Approval and Issuance

Once revisions are approved:

- The Building Inspector shall prepare a fee sheet if applicable
- Fees shall be calculated and collected
- The permit status shall be returned to ISSUED

3. Changes to Approved Plans During Construction

3.1 Conformance Requirement

All work shall conform to the County-stamped Approved Job Copy of the plans.

3.2 Unauthorized Changes

If construction deviates from the approved plans:

1. Work in the affected area shall stop immediately
2. Required plan revisions shall be submitted and approved prior to resuming work


3.3 Submittal Standards

- One digital copy of revised plans shall be submitted
 - If the original plans were designed by a licensed professional, then the revised copies of plans and calculations (if applicable) must be wet stamped and signed by that professional
- Changes affecting the building footprint require a new permit application and revised site map, plans, and calculations (if applicable)

3.4 Minor Changes

At the discretion of the Building Official, and by prior approval, minor changes may be made by the plan designer or professional at the Planning and Building Services Department and approved by a building inspector.

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

Policy Approved:  _____
Richard Anglely, Chief Building Official

Date: 03-8-2026

Policy Approved:  _____
Julia Krog, Director

Date: 03-12-2026