



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
752 SOUTH FRANKLIN STREET • FT. 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

BUILDING DIVISION POLICY #19

PROCEDURE FOR Permitting a Non-Residential Structure Built Without a Permit

PREVIOUS POLICY

Administrative Bulletin #1

PURPOSE

The purpose of this policy is to outline a procedure for the legalization of an existing non-residential structure built without a building permit.

APPLICABILITY

Non-Residential Structures, remodels and additions.

OBJECTIVES

The objectives of this policy are to:

- Standardize the procedure to allow the permitting and legalization of non-residential structures built without a permit and provide a list of the required documentation to be submitted with the permit application.

AUTHORITY

The authority for this procedure is contained in the Mendocino County Code ("MCC") Title 18 – *Building Regulations* Chapter 18.04.025 – *California Codes Adopted*, and the California Building Code ("CBC") Section [A] 104.

PROCEDURE

1. Provide a complete set of plans including (but not limited to) site plan, floor plan(s), exterior elevations, foundation plan, framing plan(s), electrical plan(s), plumbing plan(s), mechanical plan(s) construction details, energy compliance documentation and geotechnical report (if applicable). Structure shall meet the current adopted California Building Code cycle at the time of permit application submission. All drawings shall be drawn to a standard architectural or engineering scale and stamped by a California licensed design professional (architect or engineer).
2. ELECTRICAL SYSTEMS: Provide a letter from a California licensed electrician including license # and signature. The letter shall document that the system was inspected and tested and is in compliance with the current adopted California Building Code cycle that is in effect at the time of permit application submission. If corrections are required, the letter shall list the corrections required to comply with building code standards. Once the permit is issued, corrections shall be made and certified by the electrician that has prepared the letter and inspected by Mendocino County Building Division.

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- 3. PLUMBING SYSTEMS: Provide a letter from a California licensed Plumber including license # and signature. The letter shall document that the system was inspected and tested and is in compliance with the current adopted California Building Code cycle that is in effect at the time of permit application submission. If corrections are required, the letter shall list the corrections required to comply with building code standards. Once the permit is issued, corrections shall be made and certified by the plumbing contractor that has prepared the letter and inspected by Mendocino County Building Division.

- 4. MECHANICAL SYSTEMS: Provide a letter from a California licensed mechanical contractor including license # and signature. The letter shall document that the system was inspected and tested and is in compliance with the current adopted California Building Code cycle that is in effect at the time of permit application submission. If corrections are required, the letter shall list the corrections required to comply with building code standards. Once the permit is issued, corrections shall be made and certified by the mechanical contractor that has prepared the letter and inspected by Mendocino County Building Division.

- 5. Note: Even with approval letters noted elsewhere in this Policy, it may be necessary to remove finishes to expose items for verification. The building inspector conducting the inspection will make determinations in the field as to items that will need to be exposed.

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

Policy Approved:  Date: 2/6/2026
Richard Angley, Chief Building Official

Policy Approved:  Date: 2/5/2026
Julia Krog, Director Planning and Building Services