



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
120 WEST FIR STREET • FT. BRAGG • CALIFORNIA • 95437

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

ETRAKIT ONLINE PERMITTING ~ INSTRUCTIONS

eTRAKIT allows the Public and Contractors the ability to apply for any Building Permits online. This helpful tool gives registered users access to submit a permit application online *without* entering the Planning & Building Department. Once an individual creates a user account, they can access a portal to submit an application for review and pay the non-refundable Prepaid Plancheck Service fee for staff hours, to begin the plan review process. *Please note that submitting an application* does not guarantee that a permit will be issued.* The **Building Permit Application Types** below may be applied for online. To begin the application process, all required documents must be ATTACHED to the application with the Building Permit number, address and document name in the attachment field. **STAFF WILL NOT REVIEW AN INCOMPLETE APPLICATION-It will be placed on HOLD.**

***Application Fees:** eTRAKIT application fees represent only a portion of the total cost for Department staff to process, review, issue, and perform inspections associated with the building permit(s). Any corrected fees and/or the balance due must be collected at the time of building permit issuance.

Revision/Re-check Process through eTRAKIT: The applicant may upload/attach any revisions or rechecks to the existing permit in etrakit, however there are several requirements to complete the process. First, the applicant must download the Revision/Recheck Submittal Cover Sheet from the department website, located under Forms and Resource Handouts (<https://www.mendocinocounty.gov/departments/planning-building-services/building-division>). Second, the completed form along with all revision sheets must be uploaded and attached to the current permit number in eTRAKIT. Last, *the applicant must alert* the department (by phone or email) that a new set of plans have been uploaded to the permit so staff can route the revisions for review and plan check; unfortunately, the system does not provide any auto-update to staff.

NEW SolarAPP+ Permitting! The County has just launched SolarApp+ automated plancheck and permit issuance through etrakit. To apply for a Roof Mount Solar permit that can be automatically reviewed and issued within 20 minutes, first log in at <https://solarapp.nrel.gov/login>. Once you register as SolarApp user or installer, you will be directed through the plan check process. When you receive the SolarApp Approval Number, this must be placed in etrakit to complete the County issuance process.

- SolarApp Issued Permit

Below are several of the most common permit types currently available for submittal through eTrakit; please note this is not a complete list:

1. Reroof Online Sheathing
2. Reroof Online No Sheathing
3. Replace Heater or AC Unit
4. Replace Water Heater
5. Move, Replace, Extend Gas Line
6. Move, Replace, Extend Water Line
7. Electrical New 200 Amp Service
8. Electrical Upgrade Service 200 Amp
9. Electrical Replace Meter or Panel
10. Pond Exemptions
11. Grading Permit
12. Ag Exempt Barn
13. Ag Exempt Hoophouse
14. Ag Exempt Greenhouse
15. New Manufactured Home- No Foundation
16. New Manufactured Home- With Foundation
17. Ground Mount Solar Permit
18. Roof Mount Solar Permit
19. Demolition Permit
20. Residential- Requires Plancheck
21. Commercial- Requires Plancheck

Additional Services Available Online Include:

- Scheduling Building Inspections (Requires Contractor or Public Registration)
- Paying Permit Fees (Requires Contractor or Public Registration)
- General Search for Public Information related to Building Permits, Planning Applications, and Parcel Data
- General Zoning Information
- Email specific questions to the Department for review

The following page will provide details on how to successfully complete an online application.

GUIDELINES FOR ONLINE PERMIT APPLICATIONS

APPLICATION PROCESS: Applications received online are processed in the order they are received and are **not** given priority review. Following the application process, make sure to **ATTACH** all required documents for your permit; **these items must be attached when submitting an application**. Once an online permit has been applied for, staff will review the application for completeness within 5 working days and contact the applicant by email or phone, if there is any missing or incomplete information. An application must be **deemed to be complete**, to begin plancheck, or the permit will be placed on **HOLD**. Planning & Building Services staff will also contact the applicant when the permit is ready to issue with the remaining permit fees due. If you have additional questions, contact staff at 707-234-6650 or (email) pbs@mendocinocounty.gov.

ATTACHMENTS: Please include the permit number, address and document name for the attachment.
Example: BP_2023-0001-501 Low Gap Rd, Ukiah Plot Plan and CalFire.

FORM LOCATION: All Planning and Building Forms and Handouts are Available at:
<https://www.mendocinocounty.gov/departments/planning-building-services/building-division>

BUILDING PERMIT APPLICATION REQUIRED ATTACHMENTS

1. **Building Permit Application**
2. **Site Map** (must be 8 ½ x 11 or 11 x 17)
3. **Construction Plans** (must be a minimum of 11 x 17 or larger)
4. **Agent Authorization** (if not the deeded property owner or licensed contractor)

OTHER POTENTIAL ATTACHMENTS

1. [Application for Agricultural Exemption](#)
2. Solar Plan- Ground Mount or Roof Mount
3. Electrical line diagrams
4. Engineering Calculations, or Engineers Approval- All structures over 1,000 square feet must be designed by CA licensed Architect or Engineer, as well as some Grading projects
5. Barn or Greenhouse-Electrical plans designed by CA licensed Engineer, or CA licensed Electrical Contractor
6. [Cal-Fire Application](#) Plus the Conditions of Approval provided by Cal-Fire- *if applicable*
7. Local Fire Authority approval- *if applicable*
8. [Pond Exemption Application](#)
9. [Manufactured/Mobile Home Booklet](#)
10. Tie-down system, blocks, etc. if not submitting on a foundation
11. Air Quality Management District Clearance Letter for Demolition Permits

Other Documents That May Be Required Upon Request: It is recommended that the Building Permit Checklist be reviewed prior to submitting online. All forms and handouts are available on the department's website: <https://www.mendocinocounty.gov/departments/planning-building-services/building-division>

- ✓ [Agent/Applicant Authorization Form](#) (if not the property owner or CA Licensed Contractor)
- ✓ [Class K Waiver](#) form
- ✓ Recorded Deed for the Site
- ✓ Local Fire District Approval (required for any commercial greenhouse or cannabis building)
- ✓ Sanitation/Sewer District Approval
- ✓ Water District Approval
- ✓ School District Impact Fee Letter
- ✓ [Self Certification for Smoke Alarms and Carbon Monoxide](#)
- ✓ MS4/Stormwater Plancheck Packet
- ✓ [Special Inspection Form](#)
- ✓ [Manufactured/Mobile Home 433 A Form- Must be submitted with a Deed](#)