



City of Ukiah

COMMUNITY DEVELOPMENT
DEPARTMENT

300 SEMINARY AVENUE
UKIAH, CA 95482

BUILDING DIVISION

Phone: (707) 467-5786

To schedule inspections: (707) 463-6739

Email: buildingdivision@cityofukiah.com

Website: <http://www.cityofukiah.com/building-services/>

CHECKLIST FOR ACCEPTING COMMERCIAL PERMIT APPLICATIONS

Project Address: _____

New/Additions:

- ☐ Completed and signed permit application
- ☐ Five (5) sets of complete plans including structural, architectural, mechanical, electrical, plumbing, grading and landscaping
- ☐ Two (2) sets of Energy Compliance Forms
- ☐ Two (2) sets of Specifications
- ☐ Two (2) sets of soils reports
- ☐ Two (2) sets of structural calculations
- ☐ Electrical load calculations and one-line diagram
- ☐ Elevation Certificate if located in Flood Plain with appropriate section(s) completed
- ☐ Mendocino County Air Quality Management District (AQMD Air Permit)
- ☐ Food Service Business – Contact [Mendocino County Department of Health](#)
- ☐ Hardship form – [Accessibility Upgrade Hardship Form](#)
- ☐ **Additions** – Compliance with Cal Green requirements at Mandatory Levels only
- ☐ Plan Check Fee Paid **(if applicable)**