

**CAL FIRE Mendocino Unit**  
**9000 Fire Prevention**  
**9040 PRC 4290 Procedures- Reviewing Process**  
**Revised July 17, 2025.**

The Mendocino Unit on January 1<sup>st</sup>, 2022, will implement the following procedures with regards to the PRC 4290 and State Fire Safe Regulation review process:

**1. Application Acceptance**

All State Fire Safe Regulation applications accepted by the Unit will have the minimum following information attached:

- A. State Fire Safe Regulation Questionnaire
- B. Mendocino County Planning and Building Services Application Permit number
- C. Occupancy classification assigned by the county
- D. Site plan of the project area

Applications that do not have the listed items attached, or if additional documentation from the Unit is required, the application will be returned to the applicant.

**1A. Applications for Existing Structures**

The Mendocino Unit will not review State Fire Safe Regulation applications for any pre-existing, unpermitted structures.

Unpermitted single-family residences shall be inspected through the Defensible Space Program. Applicants can schedule Defensible Space Inspection by contacting the CAL FIRE Station closest to their property. A paper copy of the LE-100(a) form, as well as a digital copy will be provided to the requestor. The LE-100(a) form shall serve as the Unit's official proof of inspection to fulfill the county's requirements for existing single family dwelling units.

**2. Projects that require PRC 4290/ State Fire Safe Regulation Applications**

The following projects are required to be reviewed under the State fire Safe Regulations prior to permit issuance by the local Authority Having Jurisdiction:

- A. The perimeters and access to all residential, commercial, and industrial building construction within the SRA approved after January 1, 1991, and those approved

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after July 1, 2021 within the VHFHSZ in Local Responsibility Area.

This includes the following:

1. Single Family Dwelling Units
2. Remodels or additions of existing structures that extend the current permitted footprint
3. Commercial Structures

B. All tentative and parcel maps or other developments approved after January 1, 1991.

C. The installation of modular, mobile, and manufactured homes.

D. Parcels that were formed prior to 1991, but did not make provisions for access to Buildings.

This includes the following:

1. Public and private roads (except those for agricultural and logging use)
2. Driveways
3. Roadway structures

**3. Projects that do not require PRC 4290/ State Fire Safe Regulation Applications**

The following projects are excluded from the PRC 4290/ State Fire Safe Regulation program:

- A. Remodels that do not enlarge the current structure footprint
- B. Solar Panels (roof or ground mounted)
- C. Shipping containers that are not classified as being used for residential occupancy or commercial use (residential dwelling units, drying rooms, chemical storage, etc.)
- D. Hoop Houses or Greenhouses used for personal use/commercial use.
- E. Cellular Towers\*
- F. Decks, fences, swimming pools, etc.
- G. Roads utilized for agriculture use (i.e., Logging roads, vineyards, etc.)
- H. Structures that the county ordinarily would not require a permit for.
- I. Any project that is classified as Miscellaneous/Group U.

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J. Structures that were lost due to wildfire, providing that the building is within the same footprint as the original structure

\*The defensible space around communications sites is 300' or to the property line as allowed under PRC 4291.3.

**4. Final Inspections**

When the project is complete, the applicant may request a final inspection from the Mendocino Unit Fire Prevention Bureau. These inspections are to be requested through the Mendocino Unit office technician.

Applicants whose projects that pass the final inspection shall receive via the US Mail, electronically, or both, a copy of the inspection form. This shall serve as the Unit's official approval to the county that the project has met the State Fire Safe Regulation requirements.

In the event the project does not meet the required standards, the applicant will be provided via US Mail, electronically, or both, a notification as to the deficiencies observed. Once corrected, the applicant may request a second inspection.

Responsibility P1124

Approved By Brandon Gunn  
Unit Chief, Mendocino Unit

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*Brandon Gunn*

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**Date Enacted:** 7/18/2025