



Community Development Department
11 English Street
Petaluma, CA 94952
<http://cityofpetaluma.net>

Building Division
Phone: (707) 778-4301
Fax: (707) 778-4498
To schedule inspections: (707) 778-4479
Email: cdd@ci.petaluma.ca.us

Plan Review General Information

The following information is offered to help speed processing:

1. Identify all projects by street address and refer to this address when calling or corresponding.
2. All sheets of plans must be signed with a wet signature of the individual responsible for them.
3. Revise plans, specs and/or calcs as indicated on the attached lists and return three copies specifically addressed to the Building Inspection Division. Include a letter of transmittal. **Pencil or pen corrections are not acceptable. Provide clean, new revised plans.**
4. Return any marked up plans that were sent to you. Otherwise, we may have to repeat all or part of the plan check to re-establish what the write-ups referred to, which may cause a delay in processing the plans and additional fees.
5. Highlight with a cloud or similar method, with a date, all revisions to plans.
6. Respond in writing to each correction item. Mark up our list and return it if you like. Provide the plans examiner with the information as to which detail or which specification contains the required information and remove or cross out those that are not applicable (standard detail sheets).
7. Manufacturer's cut sheets are acceptable **ONLY** if the same items are specified by the brand and model number on the plans or in a specification manual.
8. Specifications placed in structural or energy calculations but not on the plans or spec manual are not acceptable.
9. Do not assume that we will accept a code solution (section number), which does not exactly answer what we asked for. Please call the Building Division to discuss.
10. Proposals to provide alternate means of complying with CBC requirements must be made in writing to the Building Official. See CBC Chapter 1 sections 105 and 113 for more information.
11. If special inspection or fabricator's certificate of compliance is required for any work by the CBC 1704, then such compliance shall be specifically called for on the plans in a prominent place using the exact language of CBC 1704, which applies.
12. Public Works, Planning, and Fire comments, which may be included in a correction letter, do not originate in this office. Contact the appropriate agency if you have specific questions about their comments. Submittals to answer those agency's requirements will be made to the Building Division, attached to the rest of the plan check items.