



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



Building Division
Phone: (707) 778-4302
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To schedule inspections: (707) 778-4479
Email: cdd@ci.petaluma.ca.us

Checklist for Accepting Residential Permit Applications

Project Address _____

NEW RESIDENTIAL:

- Completed and signed permit application and Plan Check Fee paid
- Two (2) sets of Energy Compliance Forms
- Plot plans on plan sheets (See Residential Construction handout for requirements)
- Five (5) complete sets of plans with wet signature on two (2) sets of plans (See Residential Construction handout for requirements)
- Two (2) sets Electrical Load Calculations verifying proposed panel sizing (required for single-family dwelling over 2,000 square feet and multi-family)
- Two (2) sets calculations for structural compliance, if other than conventional construction
- Elevation Certificate if located in Flood Plain with appropriate section(s) completed
- Two (2) sets of soil reports if required (especially for new subdivision)
- Compliance with Cal Green Tier 1 requirements

REMODELS and ADDITIONS:

- Completed and signed permit application
- Pool & Spa Anti-Entrapment Cover Certification Form (if pool is being repaired)
- Plot plans on plan sheets (See Addition/Remodel handout for requirements)
- If project is a minor remodel, three (3) sets of plans showing existing conditions and proposed work are required. If the project is more complex, please contact the Building Division to determine the correct amount of plans to submit. (See Addition/Remodel handout for requirements)
- Engineering if second story addition, heavy or unusually loaded beams, lateral bracing
- Two (2) sets Energy Compliance Forms
- Plan Check Fee Paid
- Historic District? Sunnyslope Annexation area? City Water? Yes/No City Sewer? Yes/No

PATIO COVER, SUNSHADE, TRELIS, ETC.:

- Completed and signed permit application
- Plot plans on plan sheets showing proposed location
- Three (3) sets of construction details (see Trellis/Patio cover handout for plan information)

*****PAYMENT OF SCHOOL FEES IS REQUIRED PRIOR TO PERMIT
ISSUANCE*****