



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

Addition/Remodel Information

The following items must be provided and/or shown on the **five (5)** sets of plans that are submitted.

1. Completed and signed permit application.
2. Plot plans showing:
 - Proposed location of project (hash mark area)
 - Dimension distance of first and second floors to all property lines
 - Provide project address and wet signature of person responsible for plot plan
 - Provide North arrow
 - Provide scale
 - Show location of any existing buildings and dimension distance to new structure
 - Show location and dimension of any easements
 - Show location and grade of proposed driveways, and disposition of surface and roof drainage
3. **Five (5)** sets of plans showing existing conditions and proposed work. Provide scale on all plan sheets.
4. **Two (2)** sets of Energy Compliance forms (for additions only) with wet signature of document author, designer and owner on Energy forms.
5. Provide project address on all plan sheets.
6. Provide wet signature of person responsible for plans on all plan sheets.
7. Provide floor plan of existing affected area and proved floor plan of proposed addition and/or remodel.
8. Label usage of all rooms.
9. Show or specify method of providing heat to new habitable room or rooms.
10. Dimension total addition and dimension new rooms.
11. Dimension all windows and doors and show operable portion of windows.
12. Provide wall framing plan showing:
 - Grade and species of lumber
 - Size and spacing of studs
 - Minimum insulation value of R-13 or greater
 - Anchor method of walls
13. Provide ceiling framing plan showing:
 - Grade and species of joist
 - Size and spacing of joist
 - Minimum insulation value of R-30
 - Connections of joist or support of joist
 - Clearly show spans of joist (dimension and direction)

14. Provide electrical layout plan, showing location of electrical receptacles, switches and switched receptacles or lights.
15. If new room or rooms are to be used as bedrooms, provide a smoke detector in each bedroom(s). Also provide smoke detectors in existing dwelling unit to comply with CRC R314.
16. Provide and show method of providing attic access and attic ventilation. (Minimum dimension of attic access is 20"x30"). Attics with a maximum vertical height of less than 30 inches need not be provided with access openings per CRC R807.1.
17. Provide mechanical ventilation of laundry room, and similar rooms, if an operable window has not been provided. Bathrooms require mechanical ventilation even if an operable window is provided. Note to vent directly to the outside of building and must not be closer than 3 feet to openings.
18. Provide roof framing plan showing:
 - Grade and species of rafters
 - Size and spacing of rafters
 - Size of ridge, hip and valley rafters
 - Minimum insulation value of R-30 or per energy calculations
 - Connections of rafters or support of rafters
 - Clearly show spans of rafters (dimension and direction)
 - Specify roof covering (comp, shakes, tile, etc.)
 - Specify type of roof sheathing (solid or skip). Specify size and grade of plywood or 1 x material to be used.
 - If trusses are used, contact the Building Division for additional information or see "City of Petaluma Residential Construction Information" handout.
19. If a bedroom is proposed, every sleeping room below the fourth story shall have at least one operable window or exterior door approved for emergency escape or rescue. Emergency exiting from bedrooms at the first and second (and third) floors must be supplied. At the first floor this could be an exterior door or, at any floor, a window with the following:
 - At least 5 square feet of net clear operable area
 - Least net clear opening height is 24 inches
 - Least net clear opening width is 20 inches
 - Sill height is 44 inches or lessThe minimum area and dimensions shall be measured after the window is opened. The requirements are to be met without removal or destruction of the window unit. Also, a window with minimum width and height does not provide the minimum area required.
20. Provide foundation plan if any new bearing walls or added footage, showing:
 - Detail footings
 - Detail slab floor, if used
 - If raised wood floor is to be used, provide complete framing plans, showing foundations, stem walls, anchor bolts (size and spacing), girder size and spacing, piers (size and spacing), post size, floor joist (size and spacing), connections of all members and under floor access and ventilation
21. Specify interior wall and ceiling finish material
22. Specify or dimension ceiling height. Minimum ceiling height in a habitable room is 7'6" and in bathroom, utility room, halls and/or kitchen, the minimum ceiling height is 7'0".
23. Provide engineering calculations for the following items, if applicable:
 - Heavy or unusual loaded beams
 - Glu-Lam Beams
 - Lateral bracing, if compliance to CBC 2308.9.3 cannot be met

24. Provide Energy forms CF-1R and MF-1R on one sheet of the plans.
25. Provide exterior openings for natural light that are not less than 1/10 of the floor area nor less than 10 square feet each. Provide ventilation openings of not less than 1/20 of the floor area or a minimum not less than 5 square feet each. For bathrooms, provide mechanical ventilation.
26. Provide showers and tubs with showers with a non-absorbent surface up to a minimum of 70" above the drain inlet.
27. If furnace and/or AC unit is to be replaced, added or relocated, show location on plans.
28. If the water heater is to be replaced, added or relocated, show location on plans.
29. Note that proposed building foundation design must match existing foundation or submit soil report to justify proposed design. Show existing footing (foundation).
30. Show connections of all post to footings and post to beams or headers. Show and specify post base and post caps.
31. Provide exterior elevations, showing all openings, wall finish, roof pitch, roof material (covering) and total height of the building.
32. Provide cross section through building, showing structural elements, earth-to-wood clearances, floor-to-ceiling heights and interior wall finishes.
33. Provide complete details of stairs and handrails. Show compliance to CRC R311.7 through R311.7.4.2 and R311.7.7 through R311.7.7.2. Show height above nosing, distance from wall and shape of handrail to be used.
34. If fireplace is to be installed, specify type (masonry or zero clearance). If a prefab is to be used, add the following note to plans: "Prefab metal fire place to be installed per manufacturer's specifications." Provide manufacturer's make, model number and ICBO or UL number of metal prefab fireplace.
35. If a second story deck is to be added, provide complete foundation and framing plans or details
36. If addition and/or remodel is attached to a garage, provide and detail fire barrier construction for walls and ceiling separating garage and dwelling.
37. For raised wood floor structures, provide under floor access and under floor ventilation be CRC 408.4 and 408.1. Provide positive drainage for the under floor area.
38. Please check and recheck the required minimum building setbacks. This is a very common and sometimes costly mistake and will delay the start time of your project.
39. If a wood stove is to be installed, provide manufacturer's make, model number and installation instructions. Add note to plans "wood stove to be installed per manufacturer's specifications."
40. Add note to plans: "Ultra-low flush water closet required" if water closet is to be added.
41. Shower shall have a minimum finished interior of 1,024 square inches and shall also be capable of encompassing a 30" circle per CPC 411.7.
42. Note that "All roof covering materials shall have a minimum fire rating of Class B" per city of Petaluma Ordinance.
43. Note that "All roof covering materials applied as exterior wall covering shall have a minimum fire rating of Class B" per City of Petaluma Ordinance

44. Note that "An approved wood burning appliance shall comply with the City of Petaluma Ordinance No. 1881 N.C.S." Copy of ordinance is available at the Building Division office
45. Luminaries for general lighting in kitchens shall have lamps with an efficacy of not less than 40 lumens per watt (fluorescent). General lighting must provide a sufficient light level for basic kitchen tasks and provide a uniform pattern of illumination. A luminaire(s) that is (are) the only lighting in a kitchen will be considered general lighting. General lighting shall be controlled by a switch on a readily accessible lighting control panel at an entrance to the kitchen. Additional luminaries to be used only for specific decorative effects need not meet this requirement. Show compliance on plans
46. Luminaires for general lighting in bathrooms. Each room containing a shower or bathtub shall have at least one luminaire with lamp(s) with an efficacy of 40 lumens per watt or greater (fluorescent). If there is more than one luminaire in the room, the high-efficacy luminaire shall be switched at an entrance to the room
47. All construction shall conform to the 2010 California Residential Code based on the 2009 International Residential Code (IRC), 2010 California Mechanical Code based on the 2009 Uniform Mechanical Code (UMC), 2010 California Plumbing Code based on the 2009 Uniform Plumbing Code (UPC) by I.A.P.M.O. and the 2010 California Electrical Code based on the 2008 National Electrical Code (NEC)