



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

Building Division
Phone: (707) 778-4302
Fax: (707) 778-4498
To schedule inspections: (707) 778-4479
Email: cdd@ci.petaluma.ca.us

INFORMATION SHEET for the BUILDING DIVISION

Office Hours: Monday through Thursday 8:00 a.m. to 5:00 p.m.

Availability of Department Personnel

- **Permit Technician at Counter** 8:00 a.m. – noon and 1:00 p.m. to 4:00 p.m.
- **Building Inspectors office hours** 8:00-9:00 a.m. and 1:30-4:00 p.m.
- **Building Inspectors are available via phone outside of standard office hours**

Appointments Available – please call 778-4301

Building Inspections

Inspections are required in order to complete the permit process. A city building inspector will make site inspections to verify that all work performed complies with the adopted building codes. Please be sure all work is completed (and not covered, if applicable) for the portion of the job before requesting an inspection. Please note the following:

- Be sure the job site has an address posted and that a set of **approved** plans and permit card are on site.
- If the inspection items are all exterior, the gate is unlocked and there are no dogs in the yard, then no one needs to be present for the inspection. You need only to inform us of the fact and give permission to enter the yard.
- An adult (any person age 18 or over) must be present for indoor inspections.
- A ladder must be provided for access for inspections (roof, attic, etc.)

Scheduling Inspections

Inspections may be requested by calling the 24-hour inspection line at 778-4479 or by fax at 778-4498. Inspection requests called, faxed or entered before 4:00 p.m. the day prior will be scheduled for the next business day. Inspection requests placed after 4:00 p.m. will take place the following business day. For example, if you call or fax on Thursday after 4:00 p.m., the inspection will be scheduled for the following Tuesday.

When calling to request an inspection, have the following information ready:

- Project address (including subdivision and lot number, if applicable)
- Permit number
- Your name and company
- Your daytime phone number
- Type of inspection (i.e. foundation, close-in, etc.)
- Date inspection requested

PLEASE NOTE: Specific times CANNOT be given

Inspections are scheduled from 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. If the inspector is unable to complete the inspection on the day scheduled, it will be automatically "rolled" to first priority on the following workday. If you do not want the inspection done early the next working day, let us know by calling 778-4301.