



**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](mailto:cdd@ci.petaluma.ca.us)

---

## **CERTIFICATE OF OCCUPANCY**

Certificates of occupancy are issued on all new buildings—commercial and residential – and any first tenants in a new commercial building.

The CO process is started when the building final is requested. The CO is routed to all departments for final approval:

- Public Works
- Fire Marshal – Please contact them directly for fire inspection at 778-4389
- Planning
- Water
- Building

CO's for all new building construction also require additional documentation:

- Final grading letter
- Insulation Certificate
- Installation Certificate for mechanical equipment
- Elevation certificate- if in a flood area

When a Certificate of Occupancy is not required, the signed off building permit card will serve as legal documentation of approval for occupancy pursuant to Chapter 1, Section 111.1 of the 2010 California Building Code.