



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

Building Division  
Phone: (707) 778-4301  
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Email: [cdd@ci.petaluma.ca.us](mailto:cdd@ci.petaluma.ca.us)

## Checklist for Accepting Commercial Permit Applications

Project Address: \_\_\_\_\_

### NEW/ADDITIONS:

- Completed and signed permit application
- Five (5) sets of complete plans including structural, architectural, mechanical, electrical, plumbing, grading and landscaping
- Two (2) sets of Energy Compliance Forms
- Two (2) sets of Specifications
- Two (2) sets of soils reports
- Two (2) sets of structural calculations
- Electrical load calculations and one-line diagram
- Elevation Certificate if located in Flood Plain with appropriate section(s) completed
- If SPARC review required – is review complete?
- Bay Area Quality Notification (BAAQMD Air Permit)
- Compliance with Cal Green Tier 1 requirements
- Plan Check Fee Paid/**Development Impact Fees are due prior to Issuance of Permit.**
- Food Service Business – Contact Sonoma County Department of Health, Petaluma Fire and Planning Departments for their requirements

### REMODELS, TENANT IMPROVEMENTS:

- Completed and signed permit application
- Three (3) sets of complete plans including structural, architectural, mechanical, electrical, plumbing, grading and landscaping – if project is more complex, please contact the building division for information on number of plan sets required.
- Two (2) sets of Energy Compliance Forms

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- Two (2) sets of structural calculations (if appropriate)
- Upgrade to Existing Building – disabled access spreadsheet
- If SPARC review required – is review complete? Include copy of approval letter with submittal
- Bay Area Quality Notification (BAAQMD Air Permit)
- Plan Check Fee Paid/**Development Impact Fees are due prior to Issuance of Permit.**
- Food Service Business – Contact Sonoma County Department of Health, Petaluma Fire and Planning Departments for their requirements

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