



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

## Third Party Plan Check

The following names and addresses are Petaluma plan check consultants that may be used for a third party plan check. Please note that prior approval for use of any of these consultants must be obtained from the Building Official.

Hughes Consulting  
Tim Hughes  
(707) 483-9520  
Non-Structural

The Phillips Group  
100 Stony Point Road, Suite 290  
Santa Rosa, CA 95401  
707-527-8500

Setterland and Associates/PE  
1540 Gravenstein Highway South  
Sebastopol, CA 95472-4835  
707-829-3800

CQA/Matt Stockton/PE  
707-529-1752  
[cqa@sonic.net](mailto:cqa@sonic.net)

TRB & Associates Todd Bailey/PE  
5776 Stoneridge Mall Rd. Suite 320  
Pleasanton, Ca 94588  
P: 925-734-6680 f: 925-224-7726  
[tbailey@TRBplus.com](mailto:tbailey@TRBplus.com)

Coastland  
Mike Unsworth  
1400 Neotomas Avenue  
Santa Rosa, CA 95405  
Phone: (707) 571-8005  
Fax: (707) 571-8037

Any person requesting a permit may submit plans directly to the plan check consultant. All correspondence will be between the consultant and applicant. After review and approval by the consultant the plans must be forwarded to this division for building permit processing. See "City of Petaluma Checklist for Accepting Commercial Permit Applications" or "City of Petaluma Checklist for Accepting Residential Permit Applications" for submittal requirements.

To speed up the plan check process, an additional three sets of plans and a permit application must be submitted to the Building Division so that plans may be forwarded to other City departments for their review while being reviewed by the plan check consultant.

Should revised plans be required by the plan check consultant, three sets of revised plans should be resubmitted to the City at the same time so as not to delay the application for a building permit.

Payment for this third party plan check will be between the plan check consultant and the applicant. When plans are submitted to the Building Division for permit processing, the City plan check fee normally collected will be reduced by one-half.