



**Community Development Department**  
**11 English Street**  
**Petaluma, CA 94952**  
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Building Division  
Phone: (707) 778-4301  
To schedule inspections: (707) 778-4479  
Email: [building@cityofpetaluma.org](mailto:building@cityofpetaluma.org)

Online Permit Portal Link: <https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home>

## **Submittal/Resubmittal/Revision Cover Sheet Checklist**

Check appropriate submittal type and documents submitted

☐ **Submittal for new permit (all files must be in .pdf format):**

☐ ***Check all that apply:***

- ☐ Completed Contractor or Owner/Builder Disclosure and/or Authorized Agent form (required for permit submittal)
- ☐ Construction Waste Management checklist (required for submittal)
- ☐ Site plan of property, showing dimensions to all property lines. See [example](#).
- ☐ Complete, signed architectural drawings, including electrical, mechanical, plumbing, grading and landscaping as applicable. See [example](#).
- ☐ Title 24 and Energy Compliance forms
- ☐ Occupancy and Egress plan – for commercial projects only
- ☐ Structural Calculations
- ☐ CalGreen Tier 1 Level requirements (at minimum)
- ☐ Structural Drawings (if not included in complete plan set)
- ☐ Soils Report
- ☐ Supporting Documents (any other documents that are not listed above)

☐ **Resubmittal for permit in review process (all files must be in .pdf format):**

☐ ***Check all that apply:***

- ☐ Response letter detailing responses to correction items, including referencing plan sheet numbers, with all revisions bubbled and clouded to clearly show changes made. (required)
- ☐ Provide narrative of additional changes to plans that were made NOT included in correction memo.
- ☐ Did your project valuation change as a result of any plan additions or changes? Please provide that dollar amount, if so.
- ☐ Complete, signed architectural drawings, including electrical, mechanical, plumbing, grading and landscaping as applicable. See [example](#).
- ☐ Title 24 and Energy Compliance forms
- ☐ Occupancy and Egress plan – for commercial projects only
- ☐ Structural Calculations
- ☐ CalGreen Tier 1 Level requirements (at minimum)
- ☐ Structural Drawings (if not included in complete plan set)
- ☐ Soils Report
- ☐ Supporting Documents (any other documents that are not listed above)

☐

**Revisions for permit already issued, As-Built plans and Field Changes (all files must be in .pdf format):**

☐ ***Check all that apply:***

- ☐ Response letter detailing changes to approved drawings, including referencing plan sheet numbers, with all revisions bubbled and clouded with a marked Delta # to clearly show changes made (required)
- ☐ Did your project valuation change as a result of this revision? Please provide that dollar amount, if so.
- ☐ Complete, signed architectural drawings, including electrical, mechanical, plumbing, grading and landscaping as applicable. See [example](#).
- ☐ Title 24 and Energy Compliance forms
- ☐ Occupancy and Egress plan – for commercial projects only
- ☐ Structural Calculations
- ☐ CalGreen Tier 1 Level requirements (at minimum)
- ☐ Structural Drawings (if not included in complete plan set)
- ☐ Soils Report
- ☐ Supporting Documents (any other documents that are not listed above)