



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

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
- Cal Green Tier 1 Compliance Form
- Special Inspection Reports-if applicable

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 2013 California Building Code.