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
☐ Water Use Efficiency Form (required at final inspection)
☐ 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)

NEW CONSTRUCTION - Compliance with Cal Green Tier 1 requirements and Energy at Mandatory Levels only.

ADDITIONS – Compliance with Cal Green requirements at Mandatory Levels only.

☐ 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

☐ Four (4) 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

☐ Water Use Efficiency Form (*required at final inspection*)

☐ 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***