



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

**INFORMATION SHEET**  
**PLANNING AND BUILDING DIVISIONS**

**Office Hours:** Monday through Thursday 8:00 am to noon and 1:00pm to 5:00 pm.

**Availability of Department Personnel**

- **Building Technician at Counter** 8:00 am to noon and 1:00pm- 4:00 pm
- **Building Inspectors office hours** 8:00-9:00 am and by appointment only
- **Planner at Counter** 8:00 am to noon and 1:00pm- 4:00 pm

**Building Inspections**

Inspections are required in order to complete the permit process. A city building inspector will make site inspections to verify that all work performed complies with the adopted building codes. Please be sure all work is completed (and not covered, if applicable) for the portion of the job before requesting an inspection. Please note the following:

- Be sure the job site has an address posted and that a set of **approved** plans and permit card are on site.
- If the inspection items are all exterior, the gate is unlocked and there are no dogs in the yard, then no one needs to be present for the inspection. You need only to inform us of the fact and give permission to enter the yard.
- An adult (any person age 18 or over) must be present for indoor inspections.
- A ladder must be provided for access for inspections (roof, attic, etc.)

**Scheduling Inspections**

Inspections may be requested by calling the 24-hour inspection line at 778-4479 or by fax at 778-4498. Inspection requests called, faxed or entered **before** 4:00 p.m. the day prior will be scheduled for the next working day. Inspection requests placed **after** 4:00 p.m. will take place the following workday. For example, if you call, fax or schedule online on Thursday **after** 4:00 p.m., the inspection will be scheduled for Tuesday.

When calling to request an inspection, have the following information ready:

- Project address (including subdivision and lot number, if applicable)
- Permit number
- Your name and company
- Your daytime phone number
- Type of inspection (i.e. foundation, close-in, etc.)
- Date inspection requested

**PLEASE NOTE: Specific times CANNOT be given**

Inspections are scheduled from 9:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. If the inspector is unable to complete the inspection on the day scheduled, it will be automatically "rolled" to first priority on the following workday. If you do not want the inspection done early the next working day, let us know by calling 778-4301.