



Community Development Department

11 English Street
Petaluma, CA 94952
<http://cityofpetaluma.org>

Building Division

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To schedule inspections call (707) 778-4479

Guidelines for Plan Organization and Sheet Identification

It is recommended that plans contain the following information and sheets in the following order to expedite the plan review process:

- T** - Title sheet that includes:
 - Complete Sheet Index
 - Project description for the complete scope of work
 - Occupancy Group(s) per Building Code and square footage
 - Type of construction per Building Code (Note if building is Fire Sprinklered)
 - Owner's name, address and phone number
 - Preparer's name, address, phone number and license number
 - Address of the proposed work
 - Vicinity map
- GN** - General notes sheet(s)
- C** - Survey and Topographical plan prepared by a State Licensed Land Surveyor or authorized Civil Engineer (License Number below 33,966).
- C1** through **C#** - Grading Plan. C sheets may include erosion control plan
- SP** - Site plan sheet, specify the lot dimensions and distances from the building to property lines and projections.
- A1** through **A#** - Architectural sheets consisting of the following:
 - First Floor Plan
 - Second Floor Plan
 - Roof Plan
 - Sections
 - Exterior Elevations
- AD1** through **AD#** - Architectural detail sheet(s)
- SGN1** through **SGN#** - Structural general notes sheet(s)
- S1** through **S#** - Structural sheet(s) consisting of the following:
 - Foundation plan
 - First floor framing plan
 - Second floor framing plan
 - Roof framing plan
- SD1** through **SD#** - Structural detail sheet(s)
- E1** through **E#** - Electrical sheet(s)
- M1** through **M#** - Mechanical sheet(s)
- P1** through **P#** - Plumbing sheet(s)