



Community Development Department
11 English Street
Petaluma, CA 94952
<http://cityofpetaluma.net>

Building Division
Phone: (707) 778-4301
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Plan Review and Revision General Information

The following information is offered to help speed plan review and plan revision processing:

1. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the code and relevant laws.
2. Identify all projects by street address or APN on the plans. A permit number will be assigned at time of submittal. Refer to address or permit number when calling or corresponding.
3. All plan sheets must be signed with a name and valid signature of the individual responsible. A state license or registration is required as applicable by state regulation.
4. Include Title Sheet information on each plan sheet Title block: Address, Contact information, Sheet number, Project scope, Designer signature. See information below.
5. Plan check comments from Building, Planning, Fire, or Public Works must be addressed individually in a response letter and on the plans. Contact the appropriate agency if you have specific questions about their comments. All resubmittals will be made to the Building Division.
6. Resubmittals must be completely address all comment items. Partial resubmittals will not be accepted. Return any marked-up plans that were returned to you. Revised plans, specifications, and/or calculations submitted to the Building Division must include a response letter to comments or explanation of revisions.
7. Respond in writing to each correction item. Mark up our list and return it if you like. Provide the plans examiner with the required information on the plans or specifications. Remove standard details or general notes that are not applicable to the project.
8. **Clearly identify plan changes with revision cloud and delta number.** Incomplete resubmittals with no revision clouds or letter of explanation will delay processing the plans and may incur additional plan review fees. **Pen or pencil corrections are not acceptable. Provide clean, newly revised plans.**
9. Manufacturer's specification sheets are acceptable where the same items are specified by brand and model number on the plans or in a specification manual. Specifications in structural or energy calculations but not on the plans or spec manual are not acceptable.
10. Proposals to provide alternate means of complying with CBC requirements must be made in writing to the Building Official. See CBC Chapter 1 sections 105 and 113 for more information. Utilize City of Petaluma application form.
11. If special inspection or fabricator's certificate of compliance is required for any work by the CBC 1705, then such compliance shall be specifically called for on the plans in a prominent place.

To expedite plan review, please organize plans sheets according to generally accepted practice. All sheets must be uniformly sized except for specifications or reports, a minimum of 11 x 17 inches, and scaled. Include the following information and sheets, as applicable to the project:

- T** - Title sheet that includes:
 - Building address, Vicinity Map, and/or building Key Plan locating project within a building or site
 - Owner's name, address and phone number
 - Sheet index
 - Project description of the complete scope of work
 - Design professional's name, address, phone number and license number
 - Code editions used in the design
 - Use and occupancy classification(s) per Code
 - Type of construction and building square footage per Code
 - Design occupant load
 - Fire sprinkler provisions and requirements
- GN** - General notes sheet(s)
- C** - Civil, Survey, and Topographical plan prepared by a State Licensed Land Surveyor or authorized Civil Engineer (State License Number below 33,966).
- CN1** through **C#** - Civil, grading and erosion control plan note(s)
- C1** through **C#** - Civil, grading and erosion control plan(s) and detail(s)
- SP** - Site plan sheet. Include lot dimensions and building fire separation distances.
- AGN1** through **AGN#** - Architectural general notes sheet(s)
- A1** through **A#** - Architectural sheets consisting of the following:
 - First Floor Plan and additional Floor Plan(s)
 - Roof Plan
 - Building Section(s)
 - Exterior Elevations
- AD1** through **AD#** - Architectural detail sheet(s)
- SGN1** through **SGN#** - Structural general notes sheet(s) including design criteria and special inspections
- S1** through **S#** - Structural sheet(s) consisting of the following:
 - Foundation Plan
 - First Floor Framing and additional Floor Plan(s)
 - 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)