



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

Phone: (707) 778-4301
To schedule inspections: (707) 781-1201
Email: bizcheck@cityofpetaluma.org

BUSINESS LICENSE INSPECTION CHECKLIST

This is a general list of items the City of Petaluma Building and Fire Departments look for during their Business License Inspections: **(707) 781-1201 – call for inspection**

- Your building address must be clearly visible from the street, including the suite number or letter printed on the door. In multiple tenant buildings all rear doors must also be identified.
- A fire extinguisher 2A-10BC (minimum size) mounted no higher than 5ft. on a clearly identifiable wall with an identifying sign mounted above. One extinguisher is required for every 3000sqft and/or one for every 75ft of travel.
- There shall be no holes or open areas permitted in walls, ceilings, floors, or ceiling tiles. In addition, ceiling tiles must be in place as designed.
- The use of extension cords is prohibited; if there is a need to extend power to a location, an approved surge protector can be used. If one does not reach the location a new receptacle may be needed. (A permit is required for all new electrical work).
- GFCI receptacles are required in all bathrooms and within 6ft of any water source.
- All electrical outlets and panels must have cover plates and all knock-outs must be covered (no tape) and no exposed wiring is permitted.
- The area in front of the electrical panel (breaker box) must remain clear at all times.
- Exit signs must be installed over rear doors that exit directly to the exterior of the building (illuminated signs are not required unless your type of business requires them). Exit doors and paths must be kept clear at all times. Double-keyed cylinder locks cannot be used for required exit doors.
- An existing sign over the front entrance door that reads: “DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS” is required. If a new sign is needed it should read: “THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED” in letters 1 inch high on a contrasting background.
- There may be additional requirements if your business is considered a place of assembly (50 or more person occupancy). In such cases, the building department will determine these requirements.

If your business requires an inspection from the Health Department you will need to contact them directly for an inspection.

**ANY NEW CONSTRUCTION OR REMODELING MAY REQUIRE A SEPARATE BUILDING PERMIT;
CONTACT THE BUILDING DEPARTMENT REGARDING A PERMIT AT 707-778-4301.**

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