



## Community Development Department

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Building Division

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# Plan Check & Inspection Procedures for Projects Constructed Without the Benefit of a Permit “As-Built” Code Enforcement Permits

Projects built without permits pose unique problems because plan review and inspections will occur after the work is finished and often covered or concealed. Buildings that have been constructed without a building permit must meet the current building code minimum requirements. **Therefore, all items which are found during the plan check and inspection process to be not in code compliance will need to be corrected.**

The owner of an as- built structure is responsible for making various components of the building available for inspection. This may necessitate the removal of building finish coverings in some locations. Special testing/reports by a testing agency approved by the building department may also be required. **A City Building Inspector will determine the inspection procedure requirements at the first inspection.**

### **Plan Review Procedure:**

- 1) Complete building permit application form and provide site plan. Correctly identify square foot areas of any conversion of existing structure to different occupancy, addition to existing structure, or area of new construction.
- 2) Submit electronic plans or three paper copies of “as-built” plans and specifications reflecting the entire scope of work. Plans for your project must be prepared by an architect or engineer registered in the State of California unless the design is Conventional Light-Frame Construction per CBC Sec. 2308 or CRC prescriptive wood framing requirements. The content of the plans is subject to plan check review. Additional or revised plans may need to be submitted to mitigate portions of plans which do not meet City Code. Plans must be drawn to scale and contain the following information:
  - a. Site Plan (with setback and grade elevation/drainage information)
  - b. Existing floor plans prior to project (identify all room use, dimensions, door, and window types/sizes)
  - c. Proposed floor plans of “as-built” project conditions (identify all room use, dimensions, door, and window types/sizes)
  - d. Soils report a new habitable structure or a change in occupancy.
  - e. Foundation plan and related details
  - f. Structural framing plan and related details or engineer’s report and analysis. Engineering documentation for gravity and/or lateral analysis.
  - g. Building sections and related information/details
  - h. Exterior elevations and related details
  - i. Electrical / mechanical/ plumbing plans
  - j. Energy Efficiency and Cal Green documentation for conditioned space

**Inspection Procedures:**

A City of Petaluma inspector will determine inspection requirements at the first inspection after the permit has been issued. An inspection is required to be requested and scheduled as soon as the permit is issued. The applicant may ask counter staff to schedule initial inspection when picking up the permit.

The following features ***may*** be required to be exposed for verification of installation and design per minimum code standards.

1. Expose the foundation as directed by the building inspector at a minimum of three locations so that the footing depth and width can be determined. A minimum 2 ft. by 2 ft. inspection hole is required.
2. Drill a minimum of two holes, 3/4" diameter, through slab to verify thickness of slab and material below slab.
3. Provide written verification from an approved testing agency that the reinforcing steel has been installed according to the approved plans. Ultrasonic test or R-meter scans are acceptable for this purpose.
4. Expose the foundation anchors bolts at a minimum of three locations as directed by the building inspector.
5. Expose all lateral resisting (shear) hold downs as shown on the approved plans.
6. Remove building finish/wall covering over shear panels for fastener inspection. A minimum 2 ft. by 2 ft. section and not less than one area per wall line will need to be exposed.
7. Expose framing hardware and structural connectors as directed by the building inspector.
8. Provide under floor and attic access. Areas must have adequate access, ventilation, and clearances.
9. All structural welding will require the approval of a licensed engineer or architect and must be inspected by a City approved certified welding inspector.
10. Provide a written verification by a California licensed engineer or architect that the building is structurally sound.
11. Submit a single line drawing of the entire electrical system. Show load calculations per California Electrical Code article 220. All circuits must be identified at the main or sub-panel and at each switch or receptacle outlet.
12. Remove cover plates from electrical outlets, switches, panels, etc. Expose ground electrode and water bond connections. Remove light fixtures as directed. Expose concealed wiring as directed by the inspector.
13. Interior gas piping must be exposed where requested and the entire gas piping system must be pressure tested @ 10 psi for 15 minutes.
14. Exterior buried gas piping must be uncovered at each end and at 25 ft. intervals, or as directed by the inspector, and air tested @ 10 psi.
15. Any new sewer drain line or sewage disposal systems shall be exposed for inspection.
16. Expose drain/waste connection to existing drainage system. If piping is under the concrete slab, then the slab may be expected to be cut and under slab excavated to the point of connection.
17. Drain waste and vent plumbing shall be exposed as directed by the inspector and the piping shall be air tested at 5 psi for 15 minutes.
18. Make components of the mechanical system (heating and air conditioning) visible for inspection. Remove access panels if necessary and provide manufactures installation instructions. Expose vent piping within walls.
19. Provide installation instructions for any fireplace. Expose required fire stops.
20. Expose wall, ceiling and floor insulation as directed by the inspector.
21. Provide certification by a licensed contractor of plumbing, electrical, or mechanical portions of project.
22. Certification shall identify license number of contractor responsible for doing work and verify project complies with code in effect at time of permit issue date.