



## Community Development Department

11 English Street

Petaluma, CA 94952

<http://cityofpetaluma.org>

Phone: (707) 778-4301

Building Phone: (707) 778-4557

Planning Phone: (707) 778-4470

To schedule inspections: (707) 778-4479

Email: [building@cityofpetaluma.org](mailto:building@cityofpetaluma.org)

## Change in Use or Occupancy Classification

Changing how a space or portion of land is used may require permits. This is because each building has a designated occupancy type that corresponds to structural and fire requirements. Additionally, each parcel of land in the City has a specific zoning designation that governs what uses can operate at that location. Even when a contemplated change in the use of your property seems minor, you should check with your architect and our staff at the Building & Planning Counter to find out if the change requires a building permit and to run a zoning compliance check.

Building code requirements are based on the use and occupancy of buildings or spaces. When a change is proposed to the use or occupancy of a space or building there may be related building code requirements. There may be associated Planning requirements (such as obtaining a Conditional Use Permit) or prohibitions specific to the address and zoning district.

Where a change-in-use is proposed, a permit application is made to the Community Development Department, Building and Planning Permit Counter.

See Community Development website for general information: [Property / Land Use Permits – Petaluma \(cityofpetaluma.org\)](http://cityofpetaluma.org)

- The applicant provides permit application and plan: [The City Of Petaluma Building Department Information And Links](#)
- Review the permit handouts for Commercial Tenant Improvements: [Commercial Tenant Improvement Information – Petaluma \(cityofpetaluma.org\)](#)
- Review the permit handout for Residential Addition and Remodels: [Addition/Remodel Info – Residential – Petaluma \(cityofpetaluma.org\)](#)
- The application provides construction or new use drawings establishing building, electrical, mechanical, and plumbing code compliance for the new use(s).
- See the current edition of California Title 24 Building Standards Code available for viewing at the Building Standards Commission website: [Codes \(ca.gov\)](#)
- City will route alteration plans to appropriate City agencies for review and approval for example, Water, Fire, Public Works, Planning, and Building.
- New and relocated businesses obtain business tax license from the City of Petaluma: [Business License & Tax - City of Petaluma](#)
- When permit is approved and issued, inspections are made to confirm compliance with the Building Standards Code and approved plans.
- After all inspections are approved a Certificate of Occupancy is issued for the new use.