



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

Building Division  
Phone: (707) 778-4301  
To schedule inspections: (707) 778-4479  
Email: [building@cityofpetaluma.org](mailto:building@cityofpetaluma.org)

Online Permit Portal Link: <https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home>

## Grading & Drainage Information

The following list of items represents requirements to be shown on any plot plan, site plan, grading plan, etc. accompanying a residential building/grading permit application to the Building Division of the City of Petaluma Community Development Department. The following items must be provided and/or **SHOWN** on plans that are submitted. See **Electronic Submittal Standards** for plan organization requirements. This is a comprehensive (but not complete) list of items to be shown on plans, some of these items may not be applicable to your particular situation and style of construction. All other code compliance items will be reviewed at time of plan check and during construction by the field inspectors. **NOTE:** Writing "will comply with CBC Section xxxxx" is inadequate and will not be accepted.

1. Indicate minimum setbacks and property line dimension.
2. Dimension actual distance of floors to all property lines.
3. Dimension length and width of driveway.
4. Provide project address, lot number, and wet signature of person responsible for site/plot plan.
5. Show North arrow/written and bar scale.
6. Provide scale (i.e., 1/8", 1/4", etc.)
7. Show location of any existing buildings and dimension distance to new structure.
8. Show location and dimension any easements.
9. Show all grades and contours. Contours shall be shown at intervals of two feet or less, and shall extend across adjoining streets when said streets are unimproved. Specify source of topography (i.e., improvement plans, survey).
10. Show elevations at the following points: finish curb at points of the extension of lot lines and curb return points; finish and existing grade elevations at each corner of the lot; finish and existing grades at each principal corner for the structure and points of significant change of slope and the garage and floor elevations.
11. Show location and grade of proposed driveway(s), and the disposition of surface and roof drainage (i.e., drainage inlet, yard drain, swale). Note that roof drainage must be connected to an approved storm drainage system. Provide detail of swale, yard drains, French drains, etc., if any is to be installed.
12. Show location of sewer laterals. Specify type material, size of lines, depth below grade and minimum slope of pipe.
13. Show location of all utility meter locations (i.e., electrical, water and gas meters).
14. If retaining wall is installed, provide complete plans and show subsurface drains. Subsurface drains must be connected to approved storm drainage system.

15. Provide erosion control plan.
16. Indicate pad elevation on site plan.
17. Indicate any new or existing frontage improvements (curb, streetlight, etc.)
18. Show location of all finished surfaces (concrete, asphalt concrete, etc.)
19. Show On-Site surface drainage patterns (including adjacent parcels and street frontages).
20. Show storm drainpipe (including type and size of pipe and discharge location).
21. Indicate boundary information including property line bearings and distances (reference source of boundary information shown).
22. Add note to plans, "All on-site swales shall be designed, constructed and permanently maintained by homeowners such that they function properly and no lot-to-lot drainage occurs."
23. Add note to plans, "All work within the public right-of-way requires an Excavation/Encroachment Permit."
24. We will require a final grading letter from the Engineer of Record.

**Plans must be stamped and signed by a certified Soils Engineer, Civil Engineer or Engineering Geologist.**