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

Building Division
Phone: (707) 778-4301
To schedule inspections: (707) 778-4479
Email: building@cityofpetaluma.org
Online Permit Portal Link: https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home

Checklist for Accepting Residential Permit Applications

Project Address _____

NEW RESIDENTIAL:

- [ ] Completed online permit application and Plan Check Fee paid

- [ ] Energy Compliance Forms

- [ ] Plot plans on plan sheets (See Residential Construction handout for requirements)

- [ ] Complete set of plans with wet signature, including plot plan.

- [ ] Electrical Load Calculations verifying proposed panel sizing
(required for single-family dwelling over 2,000 square feet and multi-family)

- [ ] Calculations for structural compliance, if other than conventional construction

- [ ] Elevation Certificate if located in Flood Plain with appropriate section(s) completed

- [ ] Soil reports if required (especially for new subdivision)

- [ ] Compliance with Cal Green Tier 1 requirements and Energy at Mandatory Levels only.

REMODELS and ADDITIONS:

- [ ] Completed online application and plan check fee paid.

- [ ] **ADDITIONS ONLY** – Compliance with Cal Green requirements at Mandatory Levels.

- [ ] Plot plans on plan sheets (See Addition/Remodel handout for requirements)

- [ ] Complete plans showing existing conditions and proposed work.

- [ ] Engineering if second story addition, heavy or unusually loaded beams, lateral bracing

- [ ] Energy Compliance Forms

- [ ] Water Use Efficiency Form (*required at final inspection*)

- [ ] Historic District? Sunnyslope Annexation area? City Water? Yes/No City Sewer? Yes/No

PATIO COVER, SUNSHADE, TRELLIS, ETC.:

☐   Completed online permit application and plan check fee paid.

☐   Plot plan showing proposed location

☐   Construction plans as specified on Trellis/Patio cover handout for plan information

PAYMENT OF SCHOOL FEES IS REQUIRED PRIOR TO PERMIT ISSUANCE