



Community Development Department
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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>

RESUBMITTAL GUIDELINES

- **Revision to design drawings**
- **Plan changes to reflect field conditions**
- **Plan changes to reflect owner requirements**
- **As-Built plan submittal**

Revisions to plans:

Construction drawings which are revised to include new information need to be submitted for review and approval. The complete plan set must be submitted. The plans will be reviewed by appropriate agencies for approval. Standard review time is 10 business days.

The submittal package must include:

1. Transmittal or Cover letter explaining purpose of revisions, revision number, and sheet numbers revised.
2. Revision Delta to identify the plan version number. Delta 1, Delta 2, etc.
3. Revision Delta and Date included on each affected plan sheet in the Title Block or Revision Block.
4. Please follow the [Electronic Plan Submittal Requirements](#) for file formatting, file naming conventions, etc.

The revised construction drawings need to be collated into the plans set by the designer of record. A **complete** submittal is necessary to have the revision reviewed and approved in context. The plans need to be signed and sealed by the designer of record.

A complete plan set submittal does not include supporting documents unaffected by the revisions. Examples may include energy forms, structural calculations, surveys, specifications for equipment of materials, etc. Contact the Building Division at building@cityofpetaluma.org with questions.