



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

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

Stop Work Order – What to Do Next

You have been given a “Stop Work Order” for work being done without a building permit, work that is in violation of State or Local Building Codes, or work in violation of the Municipal Codes and Zoning Ordinance as listed on the Stop Work Order.

What to Do Next:

Contact the Building Division during normal working hours, (Monday – Thursday (10am – 2pm) at building@cityofpetaluma.org, (707) 778-4301, or in person at 11 English Street, West Wing, within **2 Business Days** to discuss this stop work order and what will be required to be done to rescind it. If no response is received within **2 Business Days**, the Building Division may issue administrative citations up to \$1,000 per day, per violation, OR may refer this matter to the City Attorney for follow-up action as deemed appropriate.

- You will be required to do one of two things, either take out a Demolition permit and remove all work that was done without a permit and have it inspected; or apply for a Building permit to try to legalize all the work done. Demo permit applications can be done via our online portal at <https://petalumaca-energovweb.tylerhost.net/apps/SelfService>
- If you decide to attempt to legalize the work, the City of Petaluma Building Division has many informational handouts available for you that will tell you what is required for submittal and what is required to be on a set of plans. Not all projects can be approved. If your project is rejected, then a demolition permit will be required to remove the unauthorized construction.

The following is an excerpt from City of Petaluma Municipal Code section 17.04.020. This excerpt states what a stop work order can be issued for, the process and time frame that must be followed. This excerpt amends section 115 of the 2013 California Building Code to include the following:

115.1—Authority. Whenever the building official finds any work regulated by this code being performed in a manner that is contrary to the provisions of this code, without a permit, beyond the scope of the issued permit, in violation of the Petaluma Municipal Code or Zoning Ordinance, or dangerous or unsafe, the building official is authorized to issue a stop work order.

115.2—Issuance. The stop work order shall be in writing and shall be posted in a visible location near the location where the work is being conducted. If the owner or owner’s agent is not on site at the time of posting, a notice advising the reasons for the stop work order issuance shall be hand delivered or mailed first-class to the owner of the property involved, or to the owner’s agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, the conditions under which the cited work will be permitted to resume, and the name and contact information of the official or agency issuing the order.

115.3—Unlawful Continuance. Any person who continues to engage in any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor.

115.4—Removal of Posted Stop Work Order. Any person who removes a posted stop work order without written consent of the Building Official shall be guilty of a misdemeanor.

115.5—Response Required. Violators receiving a stop work order are required to respond to the Building Division within two (2) business days of the issued notice to receive instructions on how to rescind the order.

115.6—Permit Application Required. A building permit application with construction or demolition plans and supporting (structural calculations, energy calculations, handicapped access) documents must be submitted for approval within fifteen (15) working days following response to the Building Division. Plans will be reviewed and correction letters issued or permit application approved within fifteen (15) working days of receipt by the Building Division. A response to any correction letter must be submitted within fifteen (15) working days of the date of the correction letter. Five (5) working days will be required to review this second submission and a permit approved for issuance. Permits ready for issuance must be issued within five (5) working days thereafter. All construction must be inspected as work progresses and signed off by all (affected) departments within 60 days of building permit issuance.

115.7—Stop Work Order Penalty. The Building Official may impose Stop Work Order Penalties in accordance with Section [1.14.050](#) of the City of Petaluma Municipal Code and/or other applicable law.