



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>

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 and drawings:

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 approximately 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 and Date to identify the plan version number. (Delta 1, Delta 2, etc.) on each affected plan sheet in the Title Block or Revision Block.
3. Revision Cloud and Delta number identifying the revision.
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 or materials, etc. Contact the Building Division at building@cityofpetaluma.org with questions.