



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>

CERTIFICATE OF OCCUPANCY

Certificates of occupancy are issued on all new buildings—commercial and residential – and any first tenants in a new commercial building.

The CO process is started when the impact fees are paid, and a building final is requested. The CO is routed to all departments for final approval:

- Public Works – check with your specific Public Works inspector for requirements 707-778-4303.
- Environmental Services-Water and Utilities 707-778-4546
- Fire Marshal – Please contact them directly for fire inspection at (707) 778-4389
- Planning – please contact your project planner to set up an inspection 707-778-4470.
- Building – will not issue the CO until all other departments have approved. 707-778-4301

This process can take up to a week before a CO is issued.

CO's for all new building construction also require additional documentation:

- Final grading letter
- Insulation Certificate
- Installation or Acceptance Certificates for energy compliance
- Elevation certificate- if in a flood area
- Cal Green Tier 1 Compliance Form
- Special Inspection Reports-if applicable

When a Certificate of Occupancy is not required, the signed off building permit card will serve as legal documentation of approval for occupancy pursuant to Chapter 1, Section 111.1 of the 2019 California Building Code.