



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: cdd@cityofpetaluma.org

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

Checklist for Accepting Commercial Permit Applications

Project Address: _____

NEW/ADDITIONS:

- ☐ Permit and plans uploaded into permit portal and plan check fee paid.
- ☐ Complete plans including structural, architectural, mechanical, electrical, plumbing, grading and landscaping
- ☐ Energy Compliance Forms
- ☐ Occupancy and Egress Plan (required for all Commercial permits)
- ☐ Water Use Efficiency Form (*required at final inspection*)
- ☐ Specifications
- ☐ Soils reports
- ☐ Structural calculations
- ☐ Electrical load calculations and one-line diagram
- ☐ Elevation Certificate if located in Flood Plain with appropriate section(s) completed
- ☐ If SPARC review required – is review complete?
- ☐ Bay Area Quality Notification (BAAQMD Air Permit)
- ☐ **NEW CONSTRUCTION** - Compliance with Cal Green Tier 1 requirements and Energy at Mandatory Levels only.
- ☐ **ADDITIONS** – Compliance with Cal Green requirements at Mandatory Levels only.
- ☐ Plan Check Fee Paid/**Development Impact Fees are due prior to Issuance of Permit.**
- ☐ Food Service Business – Contact Sonoma County Department of Health, Petaluma Fire and Planning Departments for their requirements

REMODELS, TENANT IMPROVEMENTS:

- ☐ Permit and plans uploaded into online permit portal and plan check fee paid.
- ☐ Complete plans including structural, architectural, mechanical, electrical, plumbing, grading and landscaping.
- ☐ Occupancy and Egress Plan (required for all Commercial permits)
- ☐ Energy Compliance Forms
- ☐ Water Use Efficiency Form (*required at final inspection*)
- ☐ Structural calculations (if appropriate)
- ☐ Upgrade to Existing Building – **disabled access spreadsheet**
- ☐ If SPARC review required – is review complete? Include copy of approval letter with submittal
- ☐ Bay Area Quality Notification (BAAQMD Air Permit)
- ☐ Plan Check Fee Paid/**Development Impact Fees are due prior to Issuance of Permit.**
- ☐ Food Service Business – Contact Sonoma County Department of Health, Petaluma Fire and Planning Departments for their requirements

*****PAYMENT OF SCHOOL FEES IS REQUIRED PRIOR TO ISSUANCE OF PERMIT*****