## How to apply for a Deferred Submittal/Trade Permit.

Logon to your online portal,

Find the original permit for the project and open the permit.

## Click on Sub-Records

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	Permit Number: BLDR-2022-1139				•	
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	Type: Residential	Addition Status:	Issued	Project Name:		
	Applied Date: 12/15/202	Issue Date:	06/12/2023			
	District: Petaluma	Assigned To:		Expire Date: 06/04/2	2025	
	Square Feet: 602.00	Valuation:	\$180,000.00	Finalized Date:		
	Description: Add 105sf of split system	f living area to ground level and add 497sf t	o new upper floor level of existi	ng residence. Replace gas furnace with	n electric mini	
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	Summary Locations Fees	Reviews Inspections <b>()</b> Attachm	ents O Contacts Sub-F	Records		
	Progress	Workflow		Available Actions		
	73% Completed	Confirm application complete - Passed : 12/15/2022		Partial Pass Inspection     Progress inspection		
	Completed     In Progress		Passed : 01/23/2023	Resubmit File	Resubmit	
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Scroll down to Remaining Sub-Records you will see any sub records this permit will have. If you don't see it, please email us <u>building@cityofpetaluma.org</u> and let us know. We might have to add this link to the workflow.

Click on Apply. Follow the prompts to apply for the Deferred Submittal permit.

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	Description:	Add 105sf of living area to grou split system.	und level and add 497sf to	new upper floor level	l of existing residence. Replace ga	is furnace with electric mini			
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