



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>

Pre-manufactured Buildings, Trailers and Commercial Coach Requirements

1. Provide a **digital** plot plan showing the following:
 - a. Proposed location of project (hash mark area)
 - b. Locations of any existing buildings
 - c. Dimension distance of new pre-manufactured unit to property lines and existing buildings
 - d. Provide North arrow
 - e. Provide scale
 - f. Show location and dimension of any easements
 - g. Provide project address and wet signature of person responsible for plot plan

2. Provide **digital** plans containing the following information:
 - a. Provide scale on all plan sheets
 - b. Provide project address on all plan sheets
 - c. Provide wet signature of person responsible for plans on all plan sheets
 - d. Label usage of pre-manufactured unit
 - e. Provide manufacturers make and model number of pre-manufactured unit
 - f. Indicate State agency granting approval. Verify that State approval was for intended usage, i.e. office, classroom, storage, etc.
 - g. Provide digital copy of foundation/support system approved by State. If foundation/support system is to be placed on or in adobe soil, provide an engineered foundation/support system. Engineering must show that pre-manufactured units' foundation/support system and soil are compatible
 - h. If pre-manufactured unit is not State approved, provide certificate of approval stating that the unit in question has been inspected and meets all the requirements of the 2022 California Building, Mechanical, Plumbing and Electrical Codes that are based on the 2021 IBC, 2021 UMC, 2021 UPC, 2020 NEC and State Title 24 Standards for Energy and Accessibility. Provide digital copy of complete plans for unit
 - i. Provide hold-down anchor method for unit. Show that anchor method of unit can resist a lateral wind load of 80mph in Exposure C and Earthquake Zone 4. See CBC Chapter 16 for Engineering requirements
 - j. Show location of all utility connections, if any, i.e. electric, sewer, water, gas
 - k. Provide complete construction drawings for all stairs, landings, decks, ramps, etc that will be built or installed to facilitate the use of this unit
 - l. Provide/show that unit is accessible from the handicap parking stall to the accessible entrance. Show compliance to State of California Title 24 Accessibility Standards

- m. If any interior modifications or additions are made, show that new work complies with all applicable codes, i.e. 2022 CBC, CMC, CPC and CEC (California Building, Mechanical, Plumbing and Electrical Code)
 - n. If unit is to be used differently than originally approved by State or other agency, contact applicable agency for guidelines.
3. Along with the above information you will need **one** of the two documents below filled out.
 - a. [Contractor's](#) or the [Owner/Builder's](#) Disclosures Form.
 4. Contact the City of Petaluma staff for any planning or zoning information at (707) 778-4470.
 5. Contact the City of Petaluma Bureau of Fire Prevention Office at (707) 778-4389 for Fire Department requirements.

This is a comprehensive, but not complete, list of items to be shown on plans and some of these items may not be applicable to your particular situation. All other code compliance items will be reviewed at the time of plan check and during construction by the field inspectors.

NOTE: Writing “Will comply with CBC Section XXXXXX” is inadequate and will not be accepted.

How to Submit for a Permit:

To submit you will need to register for an account via our online permitting system. For directions on how to register and then apply for a permit, click [Here](#).

Standard first plan check review turnaround time is 20 working days (Does not include Fridays, as we are closed every Friday).

Incomplete submittals will not be accepted.

Once your project has been submitted and accepted, a plan check fee will be invoiced and emailed to the applicant.