



Petaluma Public Works and Utilities Department
Development Engineering

**Additions, Accessory Dwelling Units and Pools
Building Permit Checklist**

The following list of items represents Public Works and Utilities Department minimum requirements for project plans accompanying a residential addition, accessory dwelling unit or pool application to the Building Division of the City of Petaluma Community Development Department.

1. Finished ground surfaces (earth, concrete, asphalt concrete, etc.).
2. On-site surface drainage patterns (no lot-to-lot drainage). If site drains to rear or side properties, additional requirements are necessary.
3. Typical swale details showing the drainage relationships between structures, property lines, fences, on-site sidewalks, etc. (if necessary).
4. Dimensions from property lines to existing and proposed structures and setbacks.
5. Existing and proposed easements (no structures/ trees allowed within a public easement).
6. North arrow/written and bar scale.
7. Erosion and sediment control measures and possibly a Construction Erosion and Sediment Control Applicant Package Plan.
8. Include any City utility mains (SS, SD, Water, etc.) located within project area.
9. Show utility connections between structures.
10. Any proposed work within the public right of way (driveway aprons, sidewalk, utility services, etc.) as a part of a building permit application requires additional review for conformance with City standards.

Note that for pools, Development Engineering typically only checks for items 5 and 9.

The following notes shall be shown on all plans:

1. All on-site swales shall be designed, constructed and permanently maintained by Home owners such that they function properly and no lot to lot drainage occurs.
2. All work within the public right of way requires an Encroachment Permit.
3. All portions of broken, displaced, cracked sidewalk sections along the (street name) property frontage, in excess of 1/2 inch, shall be removed and replaced per City standards prior to issuance of a final inspection. An Encroachment Permit from the Department of Public Works and Utilities is required.