



## Petaluma Public Works and Utilities Development Engineering

### Residential Building Permit Application Site and Grading Plan Checklist

The following list of items represents Public Works minimum requirements for any site plan, grading plan, etc. accompanying a residential building/grading permit application to the Building Division. The site plan shall be **signed by a registered California Civil Engineer**.

1. Existing topography. Include City of Petaluma datum or reference source.
2. Building pad elevation(s) and pad elevation certification.
3. Finished floor elevation(s) of garage level and other parking facilities.
4. Proposed site grading/finished spot grade elevations.
5. Finished surfaces (concrete, asphalt concrete, etc.).
6. On-Site surface drainage patterns (including adjacent parcels and street frontages).
7. Typical swale details showing the drainage relationships between structures, property lines, fences, on-site sidewalks, etc.
8. Top of curb elevations at property corners.
9. Finished surface slopes and/or retaining walls.
10. Existing or new frontage improvements (curb, gutter, sidewalk, fire hydrant, street light, catch basin, etc.)
11. Driveway with gradient (including parking and turnaround facilities).
12. Sewer lateral (including type and size of pipe).
13. Water service with meter (including type and size of pipe and meter). Certain areas require an air-gap water pressure booster pump system.
14. Storm drain pipe (including type and size of pipe and discharge location).
15. Boundary information including property line bearings and distances (reference source of boundary information shown).
16. Dimensions from property lines to existing and proposed structures and setbacks.
17. Existing and proposed easements.
18. North arrow/written and bar scale.
19. Construction Erosion and Sediment Control Plan Applicant Package and possibly a Post-Construction Stormwater Control Plan (both available at City Hall Engineering Department).

The following notes shall be shown on all plans:

1. All on-site swales shall be designed, constructed and permanently maintained by homeowners 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.