

Commercial / Industrial Building Permit Application Site and Grading Plan Checklist

City of Petaluma Public Works and Utilities Department Development Engineering

The following list of items represents Engineering Division requirements for any site plan, grading plan, etc. accompanying a commercial or industrial building/grading permit application to the Building Division. Grading only, underground utilities only or a combination of both can be submitted prior to building permits associated with a structure but the following information will be required regardless of the type of permit application. Any improvement plans for off-site work within the public right of way required with a commercial or industrial project shall be designed in accordance with the latest "Improvement Plan Preparation Checklist" available from the Development Engineering.

1. Existing topography on City of Petaluma datum and reference source.
(Including adjacent parcels and street frontages).
2. Building pad elevation(s).
3. Finished floor elevation(s).
4. Proposed site grading/finished spot grade elevations and finished contours
5. Finished surfaces (concrete, asphalt concrete, landscaped areas, etc.)
6. Surface drainage patterns (including adjacent parcels and street frontages).
7. Finished surface slopes and/or retaining walls.
8. Existing or new frontage improvements not associated with improvement plans
(curb, gutter, sidewalk, fire hydrants, street lights, catch basins, etc.)
9. Driveway aprons, travel ways and parking facilities.
10. Sanitary sewer system (including type, slope and size of pipes and connection points).
11. Domestic and fire protection water system (including type and size of services,
meters, double check valve assemblies, etc. Refer to the City of Petaluma water system
design and construction standards 800 series).
12. Storm drain system (including type and size of pipes and discharge locations).
13. Boundary information including property line bearings and distances (reference source
of boundary information shown).
14. Dimensions from property lines to existing and proposed structures.
15. Existing and proposed easements.
16. North arrow/written and bar scale.
17. Erosion and sediment control plan. If project is over an acre of disturbed area or falls
under attachment four requirements, the project shall also comply with the City's Storm
Water Management Plan. Provide a SWPPP and WDID number for projects over an acre.

The following notes shall be shown on all plans:

1. All work within the public right of way requires an encroachment permit unless a
public improvement plan application has been submitted.