

City of Sonoma

No. 1 The Plaza
Sonoma California 95476-6690
Phone (707) 938-3681 Fax (707) 938-8775
E-Mail: cityhall@sonomacity.org



Notice of Limited Permitting and Inspection Operations

*Information regarding processing permit applications
and protocols for inspections.*

Effective: March 18, 2020 - Until Further Notice

The City continues to monitor local conditions and circumstances associated with Coronavirus Disease 2019 (COVID-19). To help prevent the spread of the disease and pursuant to the guidelines and orders issued by public health officials, City offices will be operating on a limited exposure protocol to protect the health and safety of staff and the public.

This protocol includes closing public access to City Hall and certain other City buildings and facilities.

Please be prepared and patient with delays in service as we continue to provide essential services. You may experience modifications or delays in processing and inspection services due to staffing availability and logistics as we work within public health guidelines and mandates.

In-person contact will be very limited. Please expect to interact with staff by phone or email. When in-person contact is necessary, social distancing (6 ft. spacing) will be observed to the greatest extent feasible.

The phone numbers and email contacts listed below will be monitored. Please expect to leave a voicemail message including the subject, location, and your contact information when calling.

How to contact us

Subject	Department	Phone	Email
Inspections: (Building, Planning, Public Works and Storm water)	City Hall	707-938-3681	building@sonomacity.org
Fire Department Inspections Plan Check and Inquiries:	Fire	707-996-2102	trevors@svfra.org
Building Permit Inquiry and Plan Review Status	Building	707-938-3681	building@sonomacity.org
Encroachment Permit Inquiry	Public Works	707-938-3332	publicworks@sonomacity.org
Planning Applications, Zoning Questions	Planning	707-938-3681	planning@sonomacity.org

Submitting Applications and Supporting Documents for Review by Staff:

During this period, public access to City facilities will be restricted: The following protocol has been established to continue delivery of essential services and allow applicants to continue to submit plans for essential projects for processing, while still protecting staff and community members:

- Applicant should check the City’s website(<https://www.sonomacity.org>) to determine submittal requirements and to obtain application forms for their project or call or email the appropriate contact(s) listed above to obtain additional information.
- **Initial Applications, Design Change and Deferred Submittal Applications.** Initial applications, design change and deferred submittal applications along with plans, supplemental documentation and plan review deposits should be mailed to Sonoma City Hall, #1 The Plaza, Sonoma, CA 95476. In the case where plan sets are extraordinarily large, e-mail building@sonomacity.org or call City Hall (707-996-3681) for a drop-off appointment. Please include a transmittal page indicating what the submittal is for and the contact information (including e-mail address) for the applicant.
- **Plan Resubmittals.** Plan resubmittals that address previous plan review comments should be mailed to Sonoma City Hall, #1 The Plaza, Sonoma, CA 95476. In the case where plan sets are extraordinarily large, e-mail building@sonomacity.org or call City Hall (707-938-3681) for a drop-off appointment. Please include a transmittal page indicating what the submittal is for (e.g. resubmittal for existing permit application) and the project address, a description of the scope of work and the contact information (including e-mail address) for the applicant.
- **Building Permit Applications for Minor Projects.** Permit applications, plans and other documentation for **minor projects** (e.g., re-roof, water heater replacements, heating or air conditioner replacements, window replacement, minor dry-rot repair, gas fireplace inserts, residential solar PV systems, energy storage systems, etc.) may be submitted electronically (in PDF format) to the Building Department at building@sonomacity.org. No “Over-the-Counter” permits can be processed.

• **Building Permit Plan Review Deposits:**

- The required plan review deposit amount for minor project building permits (described above) is \$100.
- The required plan review deposit for other building permits is calculated as follows:

If Estimated Project Cost is:	Deposit Rate is:
<100,000	\$100 MINIMUM or \$10.00 for each \$1,000 of Estimated Project Cost or portion thereof whichever is greater
>=100,000 but <1,000,000	\$1,000 MINIMUM or \$5.00 for each \$1,000 of Estimated Project Cost or portion thereof whichever is greater
>=1,000,000	\$5,000 MINIMUM or \$3.00 for each \$1,000 of Estimated Project Cost or portion thereof whichever is greater

- The required plan review deposit for Design Change and Deferred Submittal Applications is \$57.50.
- Make plan review deposit checks payable to the City of Sonoma.
- Submitted plans will be routed and reviewed by staff. Once a plan review has been completed, the applicant will receive an email or phone call indicating the status of the application and any further corrections or requirements for obtaining the permit.

- **Building Permit Issuance.** When permits are ready for issuance, an appointment will be scheduled with the applicant (by phone or e-mail) to pay applicable fees and issue the permit. Fees may be paid by check or by credit card (Visa or Mastercard). **NOTE: Social distancing (6 ft. spacing) will be observed to the greatest extent feasible.**
- **Expiration of Building Permit Applications and Building Permits.** All building permit applications made and building permits issued prior to April 6, 2019 will receive an automatic 6-month expiration extension. No action is needed on the part of the applicant to receive the extension.

Inspections (Building, Planning, Fire and Public Works)

During this period of limited operation, the intent is to accommodate, as feasible, inspections for essential projects that:

- Are needed to protect health and life safety; or
- Provide new housing; or
- Help to provide economic sustainability to the community.
- **Inspections will only be provided where social distancing (6 ft. spacing) is observed.**
- **Inspections within occupied homes will not normally be provided unless extenuating circumstances exist (e.g. the only kitchen in the home is under construction and needs to be put back in service to comply with the CA Health and Safety Code.).**
- Work and inspections for non-essential projects (e.g. general home remodeling, bathroom remodel where more than one bathroom exists, new decks, swimming pools, arbors, etc.) should be deferred until a later date when public health restrictions due to COVID-19 are lifted.

Scheduling Building, Planning, and Public Works Inspections

- Call Sonoma City Hall (707-938-3681) to schedule an inspection. Have your permit information ready.
- If an inspection is scheduled, applicant representative (e.g. contractor, etc.) must provide ready access to the site, have all work completed and ready for inspections and absolutely maintain social distancing (6 ft. spacing) from the inspector. Failure to maintain social distancing protocol is cause for the inspector to leave the job site without performing the requested inspection. The Approved Job Plans and Job Inspection Card must be available at the site.

Scheduling Fire Department Inspections

- Call the Fire Department (707-996-2102) to schedule Fire Department Inspections. Have your permit information ready. **Fire Department inspections will be limited and only performed on Tuesday's of each week.**
- If an inspection is scheduled, applicant representative (e.g. contractor, etc.) must provide ready access to the site, have all work completed and ready for inspections and absolutely maintain social distancing (6 ft. spacing) from the inspector. Failure to maintain social distancing protocol is cause for the inspector to leave the job site without performing the requested inspection. The Approved Job Plans and Job Inspection Card must be available at the site.