

# City of Sonoma

No. 1 The Plaza  
Sonoma California 95476-6690  
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E-Mail: [cityhall@sonomacity.org](mailto:cityhall@sonomacity.org)



## REVISION #6 Notice of Limited Permitting and Inspection Operations

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

**Effective: December 1, 2020 - Until Further Notice**  
*(Changes from previous notice are shown in red text.)*

The City of Sonoma 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 [Order No. C19-14](#) issued by the County of Sonoma Public Health Officer (PHO), 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 except by appointment.

### **Change to City Hall Appointment Days and Days/Hours for Building Inspections, Planning Inspections and Public Works Inspections:**

- Building Inspections, Planning Inspections and Public Works Inspections may be scheduled Monday through Thursday between the hours of 8:00AM to Noon and 1:00 PM to 4:00 PM. Building Inspections and Planning Inspections may also be scheduled for Friday mornings from 8:00AM to Noon (No Public Works Inspections on Fridays).
- City Hall will be closed every Friday, on weekends and on City observed holidays. Inspections (for days when inspections are provided) may be requested on days that City Hall is closed by one of the following methods:
  - Fax the inspection request to 707-938-8775.
  - E-mail the inspection request to [building@sonomacity.org](mailto:building@sonomacity.org).

When faxing or emailing a request to schedule an inspection, the request must be received the day prior to the requested inspection date and all of the following information must be provided:

- Requested Date for the Inspection
- Requested portion of the day for the requested inspection (e.g. Early AM, Late AM, Early PM, Late PM, Anytime)
- Job Address
- Permit Number
- Type of Inspection
- Contact Name, Phone Number and E-mail address of the person scheduling the inspection

A building inspection request form may be downloaded at:  
<https://www.sonomacity.org/documents/request-building-inspection/>

Faxed and e-mail inspection requests will be confirmed by telephone or e-mail by Building Department staff. **If a confirmation is not received, the inspection is not confirmed and may not occur.** For questions regarding an inspection or other scheduling issues, please contact the Building Department at (707) 938-3681 or [building@sonomacity.org](mailto:building@sonomacity.org).

### **Holiday Closure.**

City Hall will be closed between Christmas and New Year's. City Building, Planning and Public Works inspections will not be scheduled or performed on or between December 24, 2020 and January 1, 2021.

The public health officer's order and the appendices and guidelines referenced therein can be viewed at the SoCo Emergency web site at <https://socoemergency.org/>.

Please be prepared and patient with delays in service as we continue to provide essential governmental services. You may experience suspension, modification or delays in processing and inspection services due to the public health officer's order, staffing availability and logistics as we work within public health guidelines and mandates.

Please expect to interact with staff by phone or email when possible and by appointment when directed by City staff. All building department services will be conducted in accordance with "Social Distancing and Hygiene Protocols" as prescribed in the public health officer's order.

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***

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

### **Submitting Applications and Supporting Documents for Review by Staff:**

During this period, public access to City facilities, including City Hall, will be restricted. The following protocol has been established to continue delivery of Planning, Building, Public Works and Fire Marshal services and allow applicants to continue to submit new applications and plans for processing, while still protecting City staff, project applicants and the public:

- Applicant should check the City's website at <https://www.sonomacity.org> to determine document submittal requirements and to obtain application forms for their project or call or email the appropriate contact(s) listed above to obtain additional information.
- **Plan Review.** Plan review will continue for all projects. Submitted plans will be routed and reviewed by applicable 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, requirements or instructions for obtaining the permit.

- **Initial Applications and Design Change/Deferred Submittal Applications.** Initial applications for all new projects and for design change/deferred submittal applications together with plans, supplemental documentation and plan review deposits for projects should be mailed to Sonoma City Hall, #1 The Plaza, Sonoma, CA 95476. In the case where plan sets are extraordinarily large, please e-mail [building@sonomacity.org](mailto: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 and the contact information (including e-mail address) for the applicant.
- **Plan Resubmittals.** Plan resubmittals for all projects 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, please e-mail [building@sonomacity.org](mailto: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.** Building permit applications, plans and other documentation for Minor Projects including water heater replacements, heating or ventilation replacements, energy storage systems, emergency generators, electrical panel replacements and other minor permit applications may be submitted electronically (in PDF format) to the Building Department at [building@sonomacity.org](mailto:building@sonomacity.org). No “Over-the-Counter” permits can be processed.
- **Building Permit Plan Review Deposits:**
  - The required initial plan review deposit amount for the minor projects described above is \$100.
  - The minimum 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.
  - The plan review deposit required for other building permit applications is determined 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

- **Building Permit Issuance.** Building Permits will be issued for all construction activities that normally require a permit. When permits are ready for issuance, an appointment will need to be scheduled by the applicant by phone (707-938-3681) or by e-mail ([building@sonomacity.org](mailto:building@sonomacity.org)) to pay applicable fees and issue the permit. Fees may be paid by check or by credit card (Visa or MasterCard). Social Distancing and Hygiene Protocols as well as face covering requirements will be observed while issuing permits at City Hall.

### **Inspections (Building, Planning, Fire and Public Works)**

Pursuant to [PHO Order No. C19-14](#), businesses providing construction services must:

1. Strictly comply with [Social Distancing and Hygiene Requirements](#);
2. Meet construction sector specific guidance (see Section 18 of [PHO Order No. C19-14](#));
3. Develop and comply with [COVID-19 Construction Field Safety Requirements \(Appendix B of PHO Order No. C19-14\)](#);
4. Prepare, post, and implement a Social Distancing Protocol at each of their facilities at which they are maintaining operations (see [Appendix A of PHO Order No. C19-14](#)).

**In addition, for the safety of our inspectors and those that we serve, face coverings shall be worn by all individuals that are present and within the same room as the inspector.**

- If an inspection is scheduled, the applicant representative (e.g. contractor, etc.) must provide ready access to the site, have all work completed and ready for inspection and absolutely maintain Social Distancing and Hygiene Protocols. Failure to maintain or post Social Distancing and Hygiene Protocols and Construction Field Safety Requirements 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 during a scheduled inspection.

#### **Scheduling Building, Planning, and Public Works Inspections**

- Call Sonoma City Hall (707-938-3681) to schedule an inspection. Have your permit information ready and indicate if the requested inspection is within an occupied structure.

#### **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.**

#### **Extension of Existing Building Permit Applications and Building Permits**

- Due to the extenuating circumstances surrounding the restrictions on building permit applications and inspections resulting from the Coronavirus COVID 19 pandemic, the time limitations on **all building permit applications applied for and/or all building permits issued prior to April 1, 2020 will be automatically extended by 180 days beyond their usual expiration date.** No written request shall be required of an applicant or permittee for this automatic extension to become effective.