



Community Development Department
11 English Street
Petaluma, CA 94952
<http://cityofpetaluma.net>



Building Division
Phone: (707) 778-4302
Fax: (707) 778-4498
To schedule inspections: (707) 778-4479
Email: cdd@ci.petaluma.ca.us

A Building Permit is required for any: new construction, addition, change or repair to a building (including re-roofs, fireplaces, swimming pools, carports, etc.). Only a licensed contractor or an owner-builder may obtain a building permit. You may file a single Building Permit application for all work on a project including building, electrical, mechanical, plumbing, etc.

You may be required to obtain Planning Division approvals (such as design review or a use permit), which you must apply for **prior** to applying for your building permit. Please check with a Planner to determine if a planning process will be required.

HOW TO GET A BUILDING PERMIT

The first step is to fill out a Building Permit Application form and file the application with the Community Development Department. Your application needs to include **five (5)** complete sets of plans.

The plans must include the following:

- **Plot Plan:** Draw the perimeter of entire parcel. Show all parcel dimensions to scale. Show all existing and proposed buildings. Show the front, side and rear dimensions. Show the lot lines, distance to property lines and other buildings. Show finish and existing ground slope. Show all easements, envelopes, and special requirements of the subdivision as shown on the final map and improvement plans.
- **Floor Plan:** Show all dimensions, location, size and use of each room. Show the location and size of windows and doors. Show electrical outlets, plumbing and heating fixtures, floor area, and window area and furnace size on plans. Show energy features and compliance requirement.
- **Foundation Plan:** Show all dimensions on plan, including interior footings and fireplace support. Label porches, patios, planters, garage, etc. Show post straps and tie-downs where required.
- **Elevations:** Show all elevations, North, South, East and West showing all openings, exterior finish, original and finish grade, stepped footing outline, roof pitch and material.
- **Framing** plans for floors and roof.
- **Cross Section:** Provide true section through building showing structural elements, fireplace section, other sections as needed, earth-to-wood clearances and floor to ceiling heights.
- **Details:** Submit foundation, floor, walls and roof details, beam connections, support of beams at fireplace, etc., special details as required.
- *All plans require signature of person responsible. A licensed professional must sign certain specific plans or conditions.*

Other information required:

- **Effective November 1, 2006, as part of the Petaluma Build It Green program, all building permits for projects 250 sq ft or larger must be accompanied by a completed Green Points Checklist, listing the green building features that may be incorporated into the project.** (Please note that these green building features will not be required for permit approval.)
- Two sets of signed energy calculations, when appropriate.
- Two sets of structural calculations, when suitable.
- One set of specifications and engineering calculations, when appropriate.
- One soils report, if applicable and the soils engineer's foundation plan review letter.

Please Note: The absence of a submittal requirement may cause delays in the plan check process, and may cause plans to be returned due to insufficient information.

CONDITIONS TO MEET BEFORE A BUILDING PERMIT IS ISSUED

- Any required planning actions, such as design review or use permit, must be complete, and conditions of approval addressed.
- Any conditions of approval (such as right-of-way dedications, etc.) must be met and any associated fees must be paid.

FEEES

All plan check and permit fees are based on the value of the project (Labor & Materials). The project total is the value of all the construction the permit is issued for. This includes all finished work, roofing, electrical, plumbing, and heating, air conditioning, elevators, fire extinguishing systems, overhead, any other permanent work or permanent equipment, paving and profit.

The types of fees mentioned below are not all inclusive.

Fees Due When Filing Application

- A plan check fee will be required when submitting for a building permit. The remainder of the fees will be due at time of issuance.

Fees Due When Permit is Issued

- Prior to picking up your permit you will need to pay school impact fees to the affected school district. You will be required to provide a receipt of proof of payment. At the time of issuance the remainder of the Building Permit Fees will be due.
- Before getting your building permits on Commercial projects, you must pay any Special Development Impact Fees. For residential projects, Special Development Impact fees are due prior to final inspection. ***Please see our handout which outlines the Special Development Fees.***

BUILDING PERMIT ISSUANCE

We will contact you when your plans have met all related conditions of approval and are ready to issue. You will be asked to come to the office, pay the remaining fees, and pick up your permit. An owner-builder must sign the form in person. Contractors may authorize an employee to sign building permits. This authorization must be given in writing. If the owner or contractor intends to hire anyone to work on the project, he/she must provide a certificate of Workers' Compensation Insurance. This certificate needs to name the City of Petaluma Building Division as a certificate holder. This certificate, with a current expiration date, must be on file before the permit can be issued. Contractors must present evidence of a current contractor's license (pocket card) and must have a current City of Petaluma business license at the time of permit issuance. An approved copy of the plans must be kept at the job site and kept in the provided permit bag in order to protect the permit from the elements and work environment.

TIME LIMITS

You must pick up your permit within **180 calendar days** from the date you applied for it. You may submit a written request for a one time extension before the 180th day. If this period ends without your picking up your permit, your plan check fee will be non-refundable. After the permit has been issued, you will have 180 calendar days from the date of issuance to start work and call for an inspection. You may submit a written request to the Chief Building Official for an extension on the building permit deadline before the 180th day.

INSPECTIONS

At each stage of construction you will be required to call/fax/schedule online a request to the Building Division for an inspection. The Building Division requires **24 hours** advance notice for all inspections. Inspections can be requested for either morning or afternoon. Specific times of the day cannot be scheduled. The types of inspection required are on the back of your copy of the Building Permit.

CHANGES TO APPROVED PLANS

After a permit has been issued, any changes to the plans must be approved by the Building Division. Two sets of the proposed changes must be prepared by the architect, engineer or plan preparer and brought in for our review.

SUMMARY OF PROCESS (15-20 Working Days)

1. File permit application with plans, and pay initial fees.
2. Plans are reviewed by a Building Plan Checker- referred to other departments if necessary.
3. Plan Checker informs you of any corrections that will be required on your plans.
4. You correct plans and resubmitted (if corrections are required).
5. Plans undergo second plan review **(10-15 Working Days)**.
6. When all corrections are completed, plans approved and building permit ready for issuance.
7. Pay remaining fees and pick up permit.
8. Start construction - call for inspections.
9. Construction of the proposed work is inspected by the Building Inspector during all phases of the project. Upon successful completion of the final inspection, a certificate of occupancy will be issued.