



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



Building Division
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Checklist for Accepting Residential Permit Applications

Project Address _____

NEW RESIDENTIAL:

- Completed and signed permit application and Plan Check Fee paid
- Pool & Spa Anti-Entrapment Cover Certification Form must be signed!!**
- Two (2) sets of Energy Compliance Forms
- Plot plans on plan sheets (See Residential Construction handout for requirements)
- Five (5) complete sets of plans with wet signature on two (2) sets of plans (See Residential Construction handout for requirements)
- Two (2) sets Electrical Load Calculations verifying proposed panel sizing (needed for single-family dwelling over 2,000 square feet and multi-family)
- Two (2) sets calculations for structural compliance, if other than conventional construction
- Elevation Certificate if located in Flood Plain with appropriate section(s) completed
- Two (2) sets of soil reports if required (especially for new subdivision)
- Completed Preliminary Petaluma Build It Green Greenpoints Rating Application

REMODELS and ADDITIONS:

- Completed and signed permit application
- Pool & Spa Anti-Entrapment Cover Certification Form must be signed!!**
- Plot plans on plan sheets (See Addition/Remodel handout for requirements)
- Four (4) sets of plans showing existing conditions and proposed work (See Addition/Remodel handout for requirements)
- Engineering if second story addition, heavy or unusually loaded beams, lateral bracing
- Two (2) sets Energy Compliance Forms
- Plan Check Fee Paid/**Development Fees are Due prior to Issuance of Permit.**
- Historic District? Sunnyslope Annexation area? City Water? Yes/No City Sewer? Yes/No

Additions over 250 s.f. require a completed Preliminary Petaluma Build It Green Greenpoints Rating Application

PATIO COVER, SUNSHADE, TRELLIS, ETC.:

- Completed and signed permit application
- Plot plans on plan sheets showing proposed location
- Three (3) sets of construction details (see Trellis/Patio cover handout for plan information)

*****PAYMENT OF SCHOOL FEES IS REQUIRED PRIOR TO PERMIT
ISSUANCE*****