



Building Permit Submittal Requirements

The following items, as applicable, are required to be submitted and approved prior to issuance of a building permit. A minimum of three (3) sets of plans (min. size 11" x 17") and supporting documentation are required for submittal. . All plans must be drawn to scale and with sufficient clarity, detailing and notations to describe the proposed and/or existing construction. Plan views show elements or portions of the structure looking from above, with everything above the element to be shown removed. Sectional views and details show the inside of building components or a structure by cutting an imaginary plane through the object and everything in front of the plane is removed to show the cut surface and interior details. Elevations show how the finished building will look, each elevation depicting one side or wall. Plans prepared by a licensed professional must be signed and stamped by that individual.

Please note that effective January 1, 2011, all new and altered one- and two-family dwellings, townhouses with a separate means of egress and not more than three stories above grade in height and accessory buildings associated with those uses are subject to the requirements of the new California Residential Code. All other building uses are subject to the requirements of the California Building Code.

Plan Check Submittal

- Building Permit Application Form**
Available online at <http://www.sonomacity.org/default.aspx?PageId=413>
- Plot Plan** (1/8"= 1'-0", 1"= 20')
Required for all new structures and additions. Show locations of all buildings, property lines, creeks, easements and other improvements. Specify dimensions from all property lines to structures.
- Grading and Drainage Plan** (1/8"= 1'-0", 1"= 20')
Required when new structures are proposed on an unimproved parcel. Show grading and drainage improvements for the property including swales, grade elevations and other site improvements. Specify all required CALGreen measures.
- Erosion Control and Storm Water Pollution Prevention Plan** (1/8"= 1'-0", 1"= 20')
Required for all grading or soil disturbing activities including landscaping, excavations, trenching, or other activities where erosion or soil disturbance may occur. *May be combined with grading and drainage plan or plot plan for very simple projects.*
- Foundation Plan** (1/4"=1'-0")
Required for all new structures, additions or modifications to existing structures affecting the foundation. Show location and size of all foundations. Specify all required CALGreen measures.
- Floor Framing Plan** (1/4"=1'-0")
Required for each framed floor. Show all floor framing elements. Specify size, grade and species of materials and show direction and spacing of joists. Specify all joist hangers and beam connections. Show stairway framing. *First-floor framing plan may be combined with floor plan for simple structures.*

- Floor Plan** (1/4"=1'-0")
 Required for all new and remodeled structures and additions. Specify the use of all rooms and areas. Show size, type and location of all walls, doors, windows, rooms, shear walls, holddowns, cabinets, fixtures, stairways, posts, equipment, access panels, handrails, materials, etc., to clearly indicate the layout of the structure. Indicate all new and existing elements and fully dimension the plan. Indicate all changes in floor elevation. Show and specify all mechanical equipment, register locations, plumbing and electrical fixtures, switching, receptacles, appliances and other items if not otherwise shown on separate sheets. Provide schedules and general code notations on the floor plan sheet.
- Electrical Plan** (1/4"=1'-0")
 Required when electrical work is proposed. Show all electrical fixtures, switching, receptacles, appliances, fans, smoke and carbon monoxide detectors, services and electrical equipment. Specify required GFCI and AFCI circuits. Show all light fixture switching configurations and specify fixtures that conform to mandatory energy requirements. Specify size of electrical service. *May be combined with floor plan for simple structures.*
- Mechanical Plan** (1/4"=1'-0")
 Show all register locations and type, mechanical duct runs, fire dampers and mechanical equipment. Specify all equipment on energy documentation. *May be combined with floor plan for simple structures.*
- Ceiling Framing Plan** (1/4"=1'-0")
 Required when ceiling joists are proposed. Show location of all supporting walls and elements. Specify size, grade & species of materials and show direction and spacing of joists. *May be combined with floor plan for simple structures.*
- Truss Layout Plan** (1/8"= 1'-0", □ 1/4"=1'-0")
 Required when trusses are proposed. Show and specify all trusses, truss spacing and truss connections. Identify each truss corresponding with truss design documentation. Show all walls and beams supporting trusses.
- Roof Framing Plan** (1/8"= 1'-0", □ 1/4"=1'-0")
 Required to show all roof framing elements. Show all walls, beams or other elements supporting roof framing elements. Specify size, grade & species of materials and show direction and spacing of rafters.
- Full Cross-Sections** (1/4"=1'-0, 1/2"=1'-0")
 Required to show varying construction conditions, proportions and materials in new structures, additions and structural modifications to existing structures. Show and specify size, type, spacing, slope and connection of all materials. Separate cross-sections should be developed for each varying condition.
- Foundation Details** (3/4"- 3"=1'-0")
 Required when new foundations are proposed. Show and specify materials, size, type and spacing of all foundation elements and materials. A separate detail is required for each different condition.
- Framing/Structural Details** (3/4"- 3"=1'-0")
 Required when new framing is proposed. Provide sufficient details to clearly indicate construction and attachment of members. Show and specify materials, size, type and spacing of all framing elements. A separate detail is required for each different condition. Show eave details, truss connection details, post-to-beam connections, post-to-footing connections, holddown details, rim joist, ledger and cantilever details, flashing details, etc..
- Exterior Elevations** (1/8"= 1'-0", 1/4"=1'-0")
 Required for new structures, exterior modifications to existing structures and additions. Show all sides of the building. Show and specify all exterior materials, vents, doors, windows, trim, gutters, stairways, handrails, roof pitch, roofing, chimneys, etc.
- Interior Elevations** (1/8"=1'-0", 1/4"=1'-0")
 Necessary to show interior finishes, casework, hardware, fixtures and restroom configuration.

- Fire Sprinkler Plan** (1/8"= 1'-0", 1/4"=1'-0")
 Required when fire sprinkler system is proposed. Show and specify size, type and location for all sprinkler piping, sprinkler heads, controllers, valves, alarms and other sprinkler equipment. Provide pipe sizing calculations for calculated systems.
- Roof Plan** (1/8"= 1'-0", 1"= 20')
 Required for all new roofs or modifications to existing roof structures. Show overhead view of roof to indicate roof slope, valleys, hips, ridges, roof drainage and roof materials. *May be combined with plot plan for simple structures.*
- Plumbing Plan** (1/4"=1'-0")
 Show and specify location, size and type of all plumbing fixtures and water heating equipment. Show size and location sewer, water, fire sprinkler, irrigation and gas service piping. For commercial food serving establishments and other commercial uses with complex plumbing systems, show all branch water piping, branch gas piping, drain, waste and vent piping and sizing. *May be combined with floor plan for simple structures.*
- Landscaping & Irrigation Plan** (1/8"= 1'-0", 1/4"=1'-0")
 Landscaping and irrigation systems must comply with the requirements of [Sonoma Municipal Code Chapter 14.32](#). Landscaping plans, irrigation systems and irrigation water use calculations often require Design Review Commission approval prior to submittal of the documents for a building permit.

Other Supporting Documentation

- CALGreen+Tier 1 Checklist and Documentation**
 New buildings (not alterations or additions) must comply with the requirements of CALGreen+Tier 1. Required CALGreen checklists are available on the City's web site at <http://www.sonomacity.org/default.aspx?PageId=518>. Verification of compliance is performed by a CALGreen special inspector listed by the City of Sonoma and hired by the property owner or applicant. In addition to submitting the CalGreen+Tier 1 checklist, additional CALGreen compliance documentation may be necessary to support the green measures to be implemented.
- Energy Documentation**
 Energy documentation complying with the requirements of the California Energy Code is required for new buildings, additions and remodeled areas where the building contains lighting, water heating or space conditioning systems. New buildings must comply with CALGreen+Tier 1 requirements and, therefore, must be at least 15% more efficient than what would otherwise be required.
- Structural Calculations**
 Structural calculations, prepared by a licensed engineer or architect, are required for all structures or portions thereof which do not comply with the conventional construction provisions of Chapter 23 of the California Building Code or the structural requirements of the California Residential Code, whichever is applicable.
- Truss Design Documentation**
 Structural calculations, prepared by a licensed engineer or architect, are required when trusses are proposed.
- Soils & Geological Investigation**
 Required for most new buildings and for certain building additions with a footprint of 500 square feet or more. See the Informational Handout, "When is a Soils Investigation Required?" on the City's web site at <http://www.sonomacity.org/Uploads/19765.pdf> for exceptions and more information regarding soils investigations.
- Flood Elevation Certificate**
 Required if an addition or new building is proposed for a parcel adjacent to a creek or within the 100-year flood boundary. Certificate forms are available at City Hall or on the City's web site at <http://www.sonomacity.org/Uploads/4679.pdf> .

- Letter of Verification of Grading Elevation*
Required from a licensed engineer when an engineered grading plan has been developed and following establishment of the rough grading for the project. This letter verifies that the design grade has been established and the construction of the structure or improvements is ready to proceed.
- Letter of Verification of Soil Compaction*
Required from a licensed geotechnical engineer when recommendations in the project soils report require soil compaction. This letter verifies that the design compaction for the project has been established and the construction of the structure or improvement is ready to proceed.
- Special Inspection Agreement Form*
This form is required when special inspection by an independent company is required pursuant to Chapter 17 of the California Building Code. The form must be completed and signed by the engineer or architect, the contractor and the owner. The purpose of the form is to inform all parties concerned of the requirements for special inspections. Special inspections are not performed by the Building Department. Special inspection forms are available at City Hall.
- Equipment Submittal Documentation*
Required for specialized equipment or products such as commercial kitchen equipment, unique products, industrial equipment, etc. Specifies manufacturer's listed clearance and installation requirements.

Permit Application Approvals from Other Agencies/Departments

- City of Sonoma Planning Department*
Permit applications are automatically routed to the City Planning Department. The Planning Department verifies compliance with the City's General Plan, Zoning, Development Guidelines, environmental impacts and project Conditions of Approval where applicable.
Phone: (707) 938-3681 Fax: (707) 938-8775
- City of Sonoma Fire Department*
Permit applications for new construction and non-residential projects are automatically routed to the City Fire Department. The Fire Department verifies compliance with the California Fire Code and the City's Automatic Fire Sprinkler requirements.
Phone: (707) 996-2102 Fax: (707) 996-2868
- City of Sonoma Water Department*
Water connection fees must be paid prior to setting a water meter or final inspection and occupancy approval for new commercial and residential buildings, second dwelling units and for changes of use, if applicable. Contact the Water Department as soon as possible to ascertain applicable requirements.
Phone: (707) 938-3681 Fax: (707) 938-8775
- Public Improvement Agreement*
The Public Improvement Agreement is located on page 4 of the building permit application form and is required to be signed by the property owner for all projects, except permits solely for reroofing, ADA upgrades and solar energy installations, with a valuation exceeding \$40,000. The agreement provides notification to the owner that public improvements such as curb, gutter, sidewalks, streets drainage and storm drainage will be required to be provided or repaired, at the owner's expense, prior to final inspection approval of the project. Prior to applying for a building permit, it is advisable to have the Public Works Department Street Supervisor review your property to determine if public improvements will be required.
Phone: (707) 938-3681 Fax: (707) 938-8775

- Sonoma County Health Department*
 Written approval is required when a project involves food-handling establishments, public swimming pools and projects served by septic systems and water wells.
 Sonoma County Public Health
 475 Aviation Blvd., #220
 Santa Rosa, CA 95403
 Phone: 707-565-6565 Fax: 707-565-6525

- Sonoma County Permit and Resource Management, Sanitation Division*
 Written approval in the form of a "Permit Letter" is required for changes of use, restaurants, grease interceptors and new buildings connected to the sanitary sewer system.
 Sonoma County PRMD, Sanitation
 2550 Ventura Avenue
 Santa Rosa, CA 95403
 Phone: 707-565-1900 Fax : 707-565-1103

- School Impact Fee Certification*
 Certifies that school impact fees have been paid to the Sonoma Valley Unified School District. School fees are assessed on new buildings and additions (excluding garages, carports and other detached accessory buildings). The fee rates are established by the School District.
 Sonoma Valley Unified School District
 17850 Railroad Avenue
 Sonoma, CA 95476
 Phone: 707-935-6000 Fax: 707-935-4276

- Bay Area Air Quality Management District*
 Written approval is required for demolition and asbestos abatement projects.
 Bay Area Air Quality Management District
 939 Ellis Street
 San Francisco, CA 94109
 Phone: 415-771-6000 Fax: 415-928-8560