



City of Cotati
Community Development
Department
201 W Sierra Avenue
Cotati, CA 94931

BUILDING PERMIT APPLICATION REQUIREMENTS FOR NEW RESIDENTIAL STRUCTURES

GENERAL INFORMATION

This checklist provides the building permit application submittal requirements for new homes (including accessory dwelling units (ADUs), single-family dwellings, duplexes, multi-family and mixed-use units), additions, and remodels with structural changes.

Applications are required to be submitted electronically to permits@cotaticity.gov. Please visit the [City of Cotati Building webpage](#) for additional information on the submittal process, helpful handouts, supplemental documents, inspection information, and contact information for the Community Development Department. If you have questions, please contact permits@cotaticity.gov or 707-665-3636.

DEPARTMENT-SPECIFIC INFORMATION:

► Planning

Development applications are subject to zoning standards and criteria in addition to building code requirements. Discretionary review may be required for new units or buildings. Please check with the [planning department](#) for further information or additional restrictions before making significant investment in design or construction drawings.

► Engineering

Development designs must also comply with the City of Cotati adopted engineering standards and stormwater management criteria. Please review the [Engineering Standards and Low Impact Development Technical Design Manual](#) to ensure compliance with the adopted standards.

SUPPLEMENTAL DOCUMENTS

The following is a comprehensive list of typical supplemental documents. Please contact staff if you are unsure which supplemental documents are required.

1. All building permit submittals require a [Building Permit Application](#) (which can also be completed and submitted through the [Cloudpermit portal](#)).
 - Note: For projects requiring demolition, submit for the following:
[Demolition Permit](#): A Demolition permit may be applied for and issued before construction of new structures. A completed [Building Permit Application](#); a completed [Demolition Procedure, Agreement, and Waste Management Plan packet](#); and plans set are required.
2. Written project description identifying the full scope of work, any needed off-site improvements and other important elements of the project.
3. Soils/Geotechnical report, plan review and/or final design letter from soils engineer
4. Other technical reports potentially including:
 - Preliminary Title Report (within the last 6 months)
 - Topographic Survey (when grading, drainage, landscaping and site analysis is required)
 - Site boundary survey (when site boundary location is required and has not previously been determined by a licensed land surveyor or qualified civil engineer).
 - Traffic Impact Study including analysis and recommendations
 - Site Easement Exhibit identifying existing and proposed easements over the site plan (when required for



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complex projects)

5. If property is within 100-year flood zone, finished floor must be a minimum 1.0 feet above Base Flood Elevation and Elevation Certificates will be required at floor framing stage and again before final occupancy can be granted.
6. Structural engineering calculations or design per Conventional Construction provisions of the Cal. Bldg Code Section 2308 (as applicable).
7. WELO (Water Efficient Landscape Ordinance) compliance documentation – Check [here](#) for applicability.
8. Manufacturer’s specification sheet(s) with ICC, IAPMO, UL or other approved listing agency (e.g. mechanical, plumbing, electrical and structural assemblies such as heating and cooling systems, water heaters and boilers, energy storage, shear wall assemblies, etc.)
9. [Special Inspection Form](#) with owner signature when a special inspection is required (e.g., welding, structural steel, etc.)
10. [Cotati CALGreen Checklist](#) – Completed packet must be incorporated into plans set
11. [Fire Permit Application](#) submitted to Rancho Adobe Fire District (RAFD) and receipt of payment made to RAFD
12. Title 24 Energy Calculations and Report
13. [Completed school district form \(signed\)](#) – the City will provide this document to you with their portions filled out after the permit application is submitted and is ready to issue
14. Evidence of satisfying planning entitlement conditions of approval (COAs) documented in plan set
15. Fire sprinkler water demand and domestic water use estimate for meter sizing.
16. Hydraulics and Hydrology Report for site supporting project drainage plan.
17. Storm Water Determination Worksheet, and assuming Low Impact Development (LID) requirements are triggered, prepare and submit an Initial SWLIDS along with a Completeness Checklist, pursuant to the City of Santa Rosa LID Manual (2017). Storm Water Technical Design Manual Narrative. These resources can be found at the following link: <https://srcity.org/1255/Low-Impact-Development>
18. Evidence of submittals to [Sonoma County Environmental Health](#) and [City of Santa Rosa Environmental Compliance](#) may be required depending on project’s scope of work.
19. If the property is on a well or septic system, a submittal to [Permit Sonoma Well and Septic](#) is required
20. Separate Permit Applications and design documents MAY be required for the following: (Plans may be combined for multiple buildings, if clarity is maintained.)
 - Accessory structures proposed on the plot plan
 - Free standing photovoltaic systems
 - Retaining Walls, Pool/Spas
 - Demolition of detached structures
 - Grading/retaining wall permits
 - Fences over 6 feet in height

PROJECT PLANS

The following is the information that should be included in the project plan set. This checklist is for a typical residential project. Your project may require additional information. Plans for additions or remodels must use standard architectural design conventions

COVER SHEET	
<input type="checkbox"/>	Project address, Assessor’s Parcel Number, project name, and detailed vicinity map
<input type="checkbox"/>	Name and contact information of owner, architect/designer, engineer(s), contractor (include license number)
<input type="checkbox"/>	Complete scope of work identifying all work proposed under this application
<input type="checkbox"/>	List existing and proposed square footage of the project, including floor area, decks, retaining walls, and porches



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- Occupancy Groups Classification (e.g., R3 and U) and Type of Construction (e.g., Type VB) – both existing and proposed
- Existing land use designations
- List of current applicable codes including code cycle (e.g., CBC, CRC, CEC, CMC, CPC, Calif. Energy Code and Calif. Green Building Code)
- List of deferred submittals (e.g., trusses, solar PV, fire sprinklers, etc.) limited to Building Official approval.
- List required HERS (Home Energy Rating System) testing items.
- Index of Sheets
- Abbreviations & Symbols (add to other sheets, as applicable)
- Zoning site standards & parking summary in compliance with Cotati Municipal Code, including:
 - o Setbacks: standard, ADU, & accessory structures and garages (as applicable)
 - o Lot Coverage calculations
 - o Floor Area Ratio calculations (as applicable)
 - o Maximum existing and proposed height: standard, ADU, accessory structures (as applicable)
 - o Parking compliance (number of spaces, space dimensions, surfacing)

STORMWATER / EROSION CONTROL – Additional stormwater requirements may apply.

- Scale 1" = 1', 1" = 20', 1/16" = 1' or other standard scale and North Arrow
- Existing and proposed drainage features, e.g., curbs, swales, rain gutters, splash blocks, inlets, pipe systems, streams etc.
- Topography with arrows showing runoff pathways
- Offsite pathways and destination of runoff
- If site is served by onsite wastewater treatment system (OWTS) such as a septic system, show its location and setbacks to stormwater improvements.
- Proposed erosion control measures including sediment containment measures. Grading between October 15 and April 15 requires a [winter grading](#) approval.
- Stormwater Management Plan demonstrating how the project has been designed to minimize impervious area coverage and what mitigation measures are proposed to maintain natural/undeveloped drainage patterns, stormwater runoff rates, volumes, and pollutant loads from the project site as well as demonstrating how safe overflow is accommodated with the project design. <https://srcity.org/1255/Low-Impact-Development>
- A site assessment performed by the project engineer, architect, or designer that notes whether there are any existing stormwater (drainage) issues on or near the site and if any stormwater (drainage) issues or impacts are anticipated resulting from the proposed project
- Revegetation proposed for all exposed soils surfaces including cut and fill slopes
- All dry utility service locations, including the dry utility trench design (assumes all dry utility services underground).

SITE PLAN

- Scale: 1"=10', 1"=20', or other standard scale and North Arrow
- Entire property boundaries and parcel size
- Existing site topographic contours, existing streams, and drainage courses
- Existing and proposed easements and/or infrastructure, including vehicular access, water, wastewater and stormwater/drainage within or adjacent to the parcel.
- Driveway location(s) accessing off-street parking spaces. Provide surface material(s).
- Emergency vehicle turnaround, if required (contact your local Fire Protection Agency for information)
- All existing structures & improvements, including all impervious areas (identified and labeled as permitted OR to-be recognized)
- Structures & improvements to be demolished, including all impervious areas
- Proposed structures & improvements, including all impervious (e.g., paved driveways and patios) and all semi-pervious (e.g., pavers, decks) areas
- If property is served by sewer, provide layouts and details of existing and proposed building sewers. Information shall include: location, diameter, material and slope of sewer pipes; locations of exterior cleanouts, connections, backflow devices, pumps; and location of any repairs as required by video inspection review. A sewer lateral shall not pass under



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- any other structures up to its connection to the Sanitation District sewer main.
- Location of water lateral for fire protection service
- Location of point-of-connection to City domestic water service, water meter and back-flow prevention device.
- Location, height, and length of retaining walls and fences. Indicate if fences and/or walls are existing (E) or new (N).
- Existing and proposed fire hydrants onsite and surrounding

LANDSCAPING PLAN

- All submittals must demonstrate full compliance with the standards set forth in CMC Chapter 17.34 Water Efficient Landscape Standards.
- All plans must be prepared by a California licensed professional, with the exception of those for projects described in CMC Section 17.34.020(A)(1) or as otherwise allowed by City staff.
- Detailed drawings and specifications clearly identifying the name, size in square feet, and precise location of all structures and plantings, including turf, mulch, and hardscape areas.
- The drawings shall include a detailed legend or schedule of all plants and materials, including plant container size.
- List of trees provided in conformance with CMC Chapter 17.34, including species, number, and container size.
- Detailed irrigation drawings and calculations showing hydrozones, irrigation system, automatic controllers, irrigation valves, check valves, emitters, etc.
- Completed Appendix A, MAWA.
- Completed Appendix B, Hydrozone Table.
- Where slopes exceed 10%, a grading plan that accurately and clearly identifies finished grades, drainage patterns, pad elevations, spot elevations and storm water retention improvements, and mimics the predevelopment hydrology as much as practical. The grading design plan shall contain the requisite statement and signature of the licensed professional that prepared the landscape plans, as required by CMC Section 17.34.040(C)(b).
- Soil analysis report with documentation verifying implementation of soil report recommendations.
- Identify existing plant material to remain, including protection notes and details.
- Plant list shall include botanical names, common names, container size, mature size, spacing, and plant factor.
- All trees within five (5) feet of a public sidewalk and/or curb require root barriers, exception as allowed.
- Identify locations of utilities including water, sewer, water meters (incl. size), fire hydrants, drain inlets, vaults and transformers.
- Plans delineate plant species and groundcover suitable for stormwater treatment areas such as bioretention areas, flow-through planters, tree well filters, and detention basins.

ELEVATIONS

- Scale ¼" = 1' or 1/8" = 1' and North Arrow
- Existing elevations labeled with direction, e.g., north, south, east, west
- Proposed elevations labeled with direction, e.g., north, south, east, west
- Natural grade
- Finish grade
- Show all vertical planes including courtyards and other elements
- Height of existing and proposed structures on all elevations. For hillside projects include height calculations
- Note all exterior finishes and architectural details including window and door placement; attic venting details; handrail, guards, and support details; floor changes (such as from deck to floor); water heater seismic strapping details, stairway, ground rail, window and door moisture protection

GRADING PLAN – When is a grading plan required? When a project involves excavation or cut/fill in excess of 50 cubic yards or soils disturbance of one acre or more.

- All requirements of the Site Plan (see above)
- Surveyed existing topographic contours (2' intervals)
- Proposed contours
- Grading (cut/fill) volumes in cubic yards
- Limits of grading/disturbance
- Location of OWTS (such as a septic system), including septic tanks, leach field, and expansion area. (No grading is



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allowed over septic system or future expansion area.)

- Cut/fill keying and benching requirements
- Compaction requirements for fills
- Driveway profile with proposed grades noted

ENERGY COMPLIANCE

- An approved energy compliance method showing compliance with the California Energy Code. Plans shall include requirements in the energy compliance forms. Energy documents shall be reprinted on plan sheets.
- Signatures of the energy compliance author and the designer shall be on all copies of the CF1R forms, registered through a HERS registry (unless exempt)

DETAILS

- Scale $\frac{1}{2}'' = 1'$ or $1'' = 1'$
- Location, size, and type of space heating systems
- Location of shear walls and other lateral bracing. Cross reference to shear wall schedule and/or details

FOUNDATION, FIRST FLOOR FRAMING

- Scale $\frac{1}{4}'' = 1'$ and North Arrow
- Layout of foundation wall and concrete slabs with dimensions
- Size and location of footings, piers, posts, beams, air vents, access holes, integral footings, and structural reinforcement.
- Species, grade, size, direction, and spacing of floor joists and/or beams
- Hold-down locations and types according to requirements developed in structural calculations
- For additions, adequate structural ties between existing and new foundation
- For second-story additions, demonstrate existing foundation is suitable to support additional loading
- Anchor bolt size and spacings
- Underfloor access, size and location
- Cross-reference to details and connection specifications

FLOOR PLANS

Scale $\frac{1}{4}'' = 1'$ and North Arrow

- Existing floor plan, including attached and/or adjacent exterior improvements (e.g., deck, stairs, balconies, paving, etc.)
- Proposed floor plan, including attached exterior improvements (e.g., deck, stairs, balconies)
- Provide dimensions and arrangement of all rooms and partitions, and label room on existing and proposed plans
- Electrical plan (may be on a separate sheet) including location and amperage of service entrance, subpanels, locations of appliances, lights, fixtures, outlets, switches, and smoke detectors. The plan must correspond to the requirements in the energy compliance forms.
- Location of existing and proposed plumbing fixtures and water heaters, including size, type, and location
- Materials, size, spacing, species, and grade of all wood members
- Attic access, size and location
- Cross-reference to details and connection specification

ROOF FRAMING PLAN

- Scale $\frac{1}{4}'' = 1'$ and North Arrow
- Material, size, spacing, species, and grade of all wood members
- Cross-reference to details and connection specifications

MECHANICAL PLANS

- Provide mechanical floor plans and details as applicable

PLUMBING PLANS

- Provide plumbing drawings for gray water system if applicable



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ELECTRICAL PLANS

- Locate outlets, switched, fixtures, etc.
- Provide electrical drawings for PV and/or ESS battery installation if applicable

STRUCTURAL CROSS-SECTION – Separate drawing is required for each major framing type

- Scale 1/4" = 1' and North Arrow
- Show original natural grade inside and outside building footprint
- Footing, foundation, and finish grade in relation to framing
- Crawl space clearance, ceiling, and attic height
- All floor, decks, wall, ceiling, roof framing, blocking, and lateral bracing with size and spacing of members
- Finishes for floor, walls, and ceilings
- Roofing (Class A for properties located in the Wildland Urban Interface areas is required), roof sheathing, and attachment specifications
- Exterior wall materials and attachment specifications
- Insulation R-values
- Upper and lower ventilation for all ceilings and attic areas
- For additions, show adequate structural ties between existing and new construction
- Wind speed, Seismic Design Cat.
- Shear wall/braced wall schedules
- Verify information on structural calcs. match drawings. (as applicable)
- Roof to wall, wall to floor, floor to foundation details
- Shear transfer details
- Hold down details, post details, pier/foundation details
- Chord details, plate splice details etc.
- Footings, piers, grade beams
- Connections of framing members—include metal connector types and sizes
- High strength connections, including supporting engineering specifications
- Nailing schedule for shear walls
- Stairs, handrails, and guardrails: rise and run of stairs, height of handrail and guardrails with spacing of members in guardrails)
- Spas: show dedicated outlet or disconnect and locking cover or pool barrier
- Shear transfer details: blocking and nailing at horizontal-to-vertical diaphragm connections
- Shear collector details at opening and reentrant corners according to requirements developed in structural calculations
- Shear wall layout plan locating the seismic tie-down devices, the size and spacing of anchor bolts, and the sheathing size and nailing pattern
- For two or more units with a common wall: fire and sound resistive construction assemblies between units

FIRE PROTECTION / WATER STORAGE TANKS

- Identify water source
- Distance of existing and proposed hydrants(s) to property lines, rights-of-way, and structures.
- Slope and grade adjacent to structures and right-of-way
- Sprinkler system plans and calculations shall be submitted directly to the local Fire District for new single-family dwellings and additions over 50% of the original square footage of the single-family dwellings, as well as fire alarm specifications, if proposed.
- Fire Protection: Identify and detail fire resistive construction at exterior walls when required based on fire separation distance to other structures or property lines.

MULTI-FAMILY RESIDENTIAL STRUCTURE (3 OR MORE UNITS)

- Detail both fire and sound separation requirements between dwelling units to comply with California Building Code.



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|--|
| <input type="checkbox"/> Accessibility for privately funded projects: Provide details which verify compliance with California Building Code Chapter 11A. |
| <input type="checkbox"/> Accessibility for publicly funded projects: Provide details which verify compliance with California Building Code Chapter 11B. Note that public funding includes both financial and other contributions that are public resources such as land. |



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ADDITIONAL INFORMATION

The following provides additional explanation of terms or references used in the checklist.

Who may submit an application for building permit issuance??

A licensed contractor, architect, engineer or a property owner may pull building permits for construction. A licensed contractor is required to have a [City of Cotati Business License](#) before permit issuance. An unlicensed person may prepare plans for one- and two-story, wood framed single-family dwellings and accessory buildings in conformance with conventional construction provisions (CRC R301, CBC 2308). If, however, any portion of a structure deviates from conventional framing, the Building Official may require that the plans, drawings, specifications and/or calculations for that portion be prepared by or under the direct supervision of a registered engineer or architect who must stamp and sign the relevant sheets. Grading plans must be prepared by a licensed engineer or architect.

Standard architectural design conventions

For additions and remodels, clearly distinguish between new and existing construction on site plans, elevations, floor plans, foundation plans, details, and framing plans. Provide a wall legend as follows:

	Existing
	New
	To Be Removed
	Altered

1. Exclude extraneous shading, furniture placement, textures, etc., that are not necessary for plan review, except when required as a condition of approval of an associated discretionary application.
2. Red ink is not allowed.
3. Files containing layers are not allowed.

When is engineering required?

Engineering is required if the project includes any of the following:

1. Retaining walls which retain more than 4 feet of material or have a surcharge from other structures or driveways/roadways
2. Load-bearing beams, including glu-lams
3. Large or high strength timber connections
4. Non-standard foundations, including pier and grade beams
5. Trusses -provide engineered details and layout plans from the manufacturer for prefabricated trusses. County Code 12.10.325 (b): architect or engineer of record will provide a letter stating trusses conform to the building structure
6. Construction other than conventional, wood framing, per CBC or CRC
7. A structure with one or more plan or vertical irregularities, as defined in ASCE
8. Swimming pools
9. Grading - Information about grading permit thresholds and plan requirements is available [here](#).
10. Bridges
11. Water storage tanks over 5,000 gallons (to include foundation and anchorage to foundation)
12. New, Repair, or replacement of decks over 12ft high



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13. Contour mapping when required per building height handout
14. Creation/addition/or replacement of more than 5,000 square feet of impervious OR semi-impervious surfacing
15. Proposing extensions to sanitary sewer mains
16. Extensions of a public sewer main

If your project requires structural or civil calculations, note that stamps and signatures of California licensed architects and engineers must be embedded using images or other methods. Restrictions imposed by digital signatures are not allowed. The engineer must sign the first page of each set of calculations and all drawings directly related to the structural calculation.



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When is WELO documentation required?

The Water Efficient Landscape Ordinance is a requirement of the State which has been incorporated into the County Code as Chapter 13.13. Additional information regarding the WELO is available here.

1. The following projects are EXEMPT and require NO compliance with WELO

- Residential remodels, excluding the reconstruction of a dwelling which is subject to the WELO
- Attached residential additions
- ADUs

2. If NOT exempt, the following types of landscapes are exempt by landscape type. A Water Efficient Landscape Ordinance Exemption Form and Checklist is required to be submitted with the building permit application as a supplemental document.

- Residential landscape of 500 square feet or less
- Landscape irrigated by hand or low volume irrigation for an establishment period of 2-5 years, after which irrigation is removed
- Landscaping installed solely for stormwater treatment
- Landscaping irrigated entirely by graywater, captured rainwater, or recycled water
- Areas solely dedicated to edible plants within family or community gardens
- Ecological restoration projects
- Agricultural crops or feedlots
- Registered historical sites with a period landscape style
- Paddocks and pastures
- Plants cultivated for scientific research or public exhibit in botanical institutions

3. If NOT exempt, project may be eligible to use the Water Efficient Landscape Ordinance Exemption Form and Checklist. Eligible projects are:

- Residential projects involving no more than two dwelling units (not counting ADUs) regardless of size or number of parcels. Eligible projects include SFDs, habitable and non-habitable accessory structures and residential swimming pools, etc.
- Any landscape where at least 30 percent of the estimated total water use is provided by graywater, captured rainwater or recycled water.

4. If NOT exempt or checklist-eligible, then a WELO-compliant landscape plan is required. Subject projects include, but aren't limited to:

- Commercial / industrial / institutional additions or remodels with new or refurbished landscapes of any size;
- new or refurbished parking lots with landscapes of any size; and
- non-residential
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