



COUNTY OF SONOMA

PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403-2829
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Description Standards for Online Permits

In order to avoid unnecessary delays in processing your permit, contractors who obtain online permits are required to use the following standards when describing the work to be performed. If the permit involves more than one type of work, enter information about the most significant type of work first.

Example:

TEAR OFF, REROOF 10 SQUARES 20 YEAR CLASS A COMP SHINGLES ON SFD.
COVER PLYWOOD SHEATHING WITH SIDING - SOUTH WALL OF SFD

Roofing Permits

Enter the appropriate information from each column starting with the left column.

Note: All entries must be UPPER CASE.

If you are participating in the Self-Certification Reroofing Program and this permit will be Self-Certified, you **must** add SELF CERTIFIED at the end of the description.

Description of Work	Quantity	Rating	Class	Material	Type of Structure
TEAR OFF, RESHEATH, REROOF	# SQUARES	20 YEAR	CLASS A	BUILTUP ROOF W/GRAVEL	ACCESSORY BUILDING
TEAR OFF, REROOF		25 YEAR		CEDAR SHAKES	CABANA
OVERLAY, REROOF		30 YEAR		CLAY TILE	CARPORT
TEAR OFF, INSULATE, SHEATH ,REROOF		40 YEAR		CONCRETE TILE	GARAGE
ROOF REPAIR		50 YEAR		COMP SHINGLES	GUEST HOUSE
				FOAM ROOFING ICBO 4630	PORCH
				HOT MOP	SECOND UNIT
				METAL TILES	SFD
				METAL ROOF (include gauge)	STORAGE BUILDING
				POLYURETHANE ROOF SYSTEM	WORKSHOP
				TPO ROOF MEMBRANE	

Example Descriptions:

TEAR OFF, REROOF 10 SQUARES 20 YEAR CLASS A COMP SHINGLES ON SFD SELF CERTIFIED

TEAR OFF, INSULATE, SHEATH ,REROOF 10 SQUARES 50 YEAR CLASS A METAL ROOF (22 GA.) ON SECOND UNIT

Description Definitions:

TEAR OFF Remove existing roofing

OVERLAY Add new roofing material over existing material - 1 layer maximum

RESHEATH Replacement of existing sheathing or new sheathing over existing skip sheathing

Class:

All roofing used must be Class A - see Chapter 10 of the Sonoma County Residential Construction Manual.

Water Heater Permits

Enter the appropriate information from each column starting with the left column.

Note: All entries must be UPPER CASE.

Description of Work	Existing Type	Item	New Type	Type of Structure	Location 1	Location 2
REPLACE	ELECTRIC	WATER HEATER	ELECTRIC	CARPORT	CLOSET	SAME LOCATION
INSTALL	GAS	VENT	GAS	DETACHED GARAGE	GARAGE	NEW LOCATION
	ON DEMAND		ON DEMAND	GUEST HOUSE		
	PROPANE		PROPANE	SECOND UNIT SFD		

Example Descriptions:

REPLACE ELECTRIC WATER HEATER WITH ON DEMAND IN SFD CLOSET - SAME LOCATION

INSTALL VENT FOR GAS WATER HEATER IN SECOND UNIT

HVAC Permits

Enter the appropriate information from each column starting with the left column.
 Note: All entries must be UPPER CASE.

Description of Work	Existing Type	Item	New Type	Item	Type of Structure	Location 1	Location 2
REPLACE	ELECTRIC	AC	ELECTRIC	AC	CARPORT	CLOSET	SAME LOCATION
ADD	GAS	DUCTS	GAS	DUCTS	GARAGE	GARAGE	NEW LOCATION
	PROPANE	FAU	PROPANE	FAU	GUEST HOUSE		
		FLOOR FURNACE		FLOOR FURNACE	SECOND UNIT		
		HEAT PUMP		HEATING APPLIANCE	SFD		
		ROOM HEATER		HEAT PUMP			
		WALL HEATER		LINE			
				ROOM HEATER			
				WALL HEATER			

Example Description:

REPLACE GAS FLOOR FURNACE WITH GAS FAU IN SECOND UNIT CLOSET - SAME LOCATION. ADD DUCTS.

Siding Permits

Enter the appropriate information from each column starting with the left column.
 Note: All entries must be UPPER CASE.

Description of Work	Existing Type	New Type	Amount	Type of Structure
COVER	PLYWOOD SHEATHING	PLYWOOD SHEATHING	ENTIRE	CARPORT
REPLACE	SIDING	SIDING	NORTH SIDE SOUTH SIDE etc.	GARAGE
	STUCCO	STUCCO	PARTIAL	GUEST HOUSE SECOND UNIT SFD

Example Descriptions:

REPLACE PLYWOOD SHEATHING WITH SIDING - SOUTH AND WEST SIDES OF GARAGE
 COVER PLYWOOD SHEATHING WITH SIDING - ENTIRE SECOND UNIT

Electrical Permits

Enter the appropriate information from each column starting with the left column.
 Note: All entries must be UPPER CASE.

Service related permits

Description of Work	Existing Amperage	Existing Type	New Amperage	New Type	Type of Structure	Location
RELOCATE	50 AMP	SERVICE PANEL	50 AMP	SERVICE PANEL	CARPORT	SAME LOCATION
REPLACE	100 AMP	PUSH BOX	100 AMP	PUSH BOX	GARAGE	NEW LOCATION
UPGRADE	200 AMP		200 AMP		GUEST HOUSE	
	etc.				SECOND UNIT	
					SFD	

Example Description:

REPLACE 50 AMP SERVICE PANEL WITH 100 AMP SERVICE PANEL IN GARAGE - SAME LOCATION

Rewiring/Outlet/Fixture Permits

Description of Work	Quantity	Item	Room	Type of Structure
ADD	1	FIXTURE(S)	BATHROOM	CARPORT
REPLACE	2	OUTLET(S)	BEDROOM	GARAGE
REWIRE	etc.		DINING ROOM	GUEST HOUSE
			ENTRY	SECOND UNIT
			FAMILY ROOM	SFD
			KITCHEN	

Example Descriptions:

ADD 2 FIXTURES AND REPLACE 8 OUTLETS IN KITCHEN OF SECOND UNIT
 REWIRE GARAGE

Window Replacement Permits

Online permits for window replacement are subject to the following cautions;

- The replacement must be the same size as the existing window - no new framing is allowed.
- Egress windows are required in bedrooms - see Appendix No. 3 of the Sonoma County Residential Construction Manual.
- Safety glass must be used in hazardous locations per California Building Code requirements. (CBC 2406)
- Glass must meet current Title 24 Energy Efficiency Standards.

Enter the appropriate information from each column starting with the left column.
 Note: All entries must be UPPER CASE.

Description of Work	Quantity	Item	Room	Type of Structure
REPLACE	1	WINDO W	BATHROOM	GARAGE
	2		BEDROOM	GUEST HOUSE
	etc.		DINING ROOM	SECOND UNIT
			ENTRY	SFD
			FAMILY ROOM	
			GARAGE	
			KITCHEN	
			LIVING ROOM	

Example Descriptions:

REPLACE 3 WINDOWS IN BATHROOM AND KITCHEN OF SFD
 REPLACE 1 WINDOW IN ENTRY OF SECOND UNIT