Memo
December 3, 2020

RE: Sonoma County Library, Roseland Branch Tenant Improvement
Permitting – General Contractor Responsibilities
470 Sebastopol Road, Santa Rosa, CA 95407

Summary:
The purpose of this memo is to provide a status summary of project Permits for the Sonoma County Library’s Roseland Branch TI project, and to summarize the responsibilities of the General Contractor for completing approvals and obtaining necessary permits for construction. Please note that pulling and maintaining permits and inspection records are the responsibility of the licensed General Contractor. Permit fees are the responsibility of the Sonoma County Library, and the General Contractor shall coordinate payment of any outstanding or new fees due with the Library as needed to pull the permits. Any additional permitting not listed below that may be required by the City or other jurisdiction is the responsibility of the General Contractor. The General Contractor is responsible for all project permit conditions of approval.

Building Permit: #B20-1201
- The Building Department approved the project plans for the Tenant Improvement on 10/6/20, #B20-1201.
- All Building Permit plan review and inspection fees have been paid by the Library.
- The General Contractor is responsible for pulling and maintaining the permit and inspection records.
- Building Plans examiner: Robert Cubley, 707-543-4695.
- Building Department contact to arrange for Permit pick-up: Pat Knoles, 707-543-4331.

Encroachment Permit: #EP20-0307
- The City approved the encroachment plans for the project on 8/14/20, #EP20-0307.
- For release of permit, the General Contractor is responsible for coordinating the following with the City Engineering Division:
  - Traffic Control Plan for review and approval.
  - Estimated cost of public improvements.
  - Class A contractor who will be doing the work.
  - Please contact Vicki Egland, vegland@srcity.org, or Margaret Spruce, mspruce@srcity.org, when ready to submit these last remaining items.
• Encroachment plan review fee has been paid by the Library.
• Permit fees will be due at the time of permit issue and the General Contractor is responsible for coordinating fee payments with the Library.
• The General Contractor is responsible for pulling and maintaining the permit and inspection records.
• Plans Examiner contact: Seth Oaks, Quality Control Associate, 707-543-4613.

**Underground Fire Permit: #F20-0333**

• The Fire Department approved the underground fire plans for the project on 6/17/20, #F20-0333.
• Plan review fees have been paid by the Library.
• Additional fees may be due at the time of permit issue and the General Contractor is responsible for coordinating fee payments with the Library.
• The General Contractor is responsible for pulling and maintaining the permit and inspection records.
• Fire Plans examiner: Ian Hardage, Assistant Fire Marshal, 707-543-3541.
• Fire Department contact: Tina Franklin, Permit Technician, 707-543-3500, 2373 Circadian Way, Santa Rosa, CA 95407.

**Overhead Fire Sprinkler Permit:**

• Complete design, plans, specifications, applications, submittal, and permit approvals for the overhead automatic fire suppression system is the responsibility of the General Contractor.
• No fees have been paid in association with fire sprinkler permitting, the General Contractor is responsible for coordinating fee payments.
• The General Contractor is responsible for pulling and maintaining the permit and inspection records.
• Fire Department contact: Tina Franklin, Permit Technician, 707-543-3500, 2373 Circadian Way, Santa Rosa, CA 95407.

Thank You,
Nate Bisbee, AIA