



## COMMERCIAL BUILDING SUBMITTAL REQUIREMENTS

Community Development Department  
Building Division  
1600 First St., PO Box 650  
Napa, CA 94559-0660  
707-257-9540

Complete project submittals will be taken in for review and charged a plan review fee. Allow 21 business days for first review plan check comments. Incomplete submittal packages will not be taken in for review.

Please contact the Building Division a minimum of 24 hours in advance for new Commercial, R1 or R2 Residential project submittals.

NOTE: Verification of the following will be required prior to permit issuance (if applicable):

- City of Napa Water connection fee (707-257-9521)
- Napa Sanitation District permitting (707-258-6000)
- Napa Valley Unified School District (707-253-3549)
- Public Works Encroachment and/or Grading permit (707-257-9520)
- Napa County Environmental Health Department (707-253-6052)
- Bay Area Air Quality Management District J#(415-749-4762)

All items below are required at time of submittal for new construction and additions.

### **SUBMITTAL DOCUMENT REQUIREMENTS**

- Permit application, completed
- Architectural drawings (6 sets total, two must be stamped and signed)
  - Minimum sheet size is 24" x 36"
  - Minimum scale (except for site plan) is 1/4"
- Note: Except for the civil drawings, all plan sheets must match in size.**
- Civil drawings (include with architectural drawings or per Public Works Department specifications)
- Landscape drawings (include with architectural drawings if project landscape area exceeds 500 sq. ft.)
- Soils / geo-technical reports (2) for new buildings (and additions greater than 500 sq ft) or approved "Soils Report Waiver Request"
- Structural calculations (2 stamped sets)
- Energy calculations (1 set, if reproduced full size and legibly on plans)
- City of Napa Demolition package (if applicable)
- Floodplain compliance documentation (or as specified by Flood Division)
- Erosion and Sediment Control Plan (or as specified by Stormwater Division)
- WRRP (under separate cover) if project valuation exceeds \$100,000 or project area exceeds 5000 sq. ft.
- Fire sprinkler / fire alarm plans (3 sets, under separate cover)
  - Note: Fire Sprinkler / Alarm plans cannot be deferred
- Accessibility Upgrade Worksheet (if project is an addition or alteration)

## **ARCHITECTURAL DRAWING SET REQUIREMENTS**

- Cover sheet – project data (see below)
- Planning Division COA (on plans, or per Planning Division specifications)
- Site plan (see below)
- Elevations
- Floor plan(s) / Egress plan(s)
- Foundation plan and details
- Floor and Roof framing plans
- Sections / details / schedules
- Mechanical, Plumbing, Electrical plans
- Energy calculations (on plans)
- City of Napa High Performance Building checklist (on plans)
- Demolition plan (if applicable)

### **COVER / TITLE SHEET**

- Project address (include adherence to locally adopted addressing standard).
- Sheet Index
- Scope of Work (detailed written description of project)
- Applicable codes (2019 CA Codes and local municipal ordinances)
- Type of construction
- Existing Occupancy Type and Classification / New Occupancy Type and Classification
- Occupant load calculations
- Height and area calculations (include total existing / added / and total new sq.ft.).
- Is the existing structure equipped with fire sprinklers?
- Is the existing structure equipped with a fire alarm system?
- Plumbing fixture calculations
- Project team names and contact information
- Stamp / signature

### **SITE PLAN**

- North arrow
- Property /lot lines (include uses of adjacent properties / structures)
- Location of all structures on site
- Finished floor elevations
- Adjacent streets, public ways, parking areas, other structures, etc. (clearly labeled)
- Location of accessible parking spaces, access aisles, path of travel, ramps, signage, etc.
- Location of trash enclosure(s) (include dimensions)
- Utility locations and sizes (existing and proposed)
- Fire hydrant locations and types (public, private)

## **FLOOR PLAN**

- Dimensioned floor plan showing the size and use of all rooms and areas  
For additions and alterations, provide “existing” and “proposed” areas, uses, etc.
- Occupancy type and occupant load for each space / area
- Means of egress routes clearly marked if total occupant load exceeds 50
- Fire resistance ratings of area separations and structural / load bearing construction
- Allowable opening calculations where required
- Accessible elements (dimensioned):
  - route(s) from parking lot and public way to the primary entrance
  - paths of travel within tenant space (from primary entrance)
  - features that will be upgraded for compliance clearly identified (for additions / alterations)

## **FRAMING / STRUCTURAL PLANS**

- Foundation plan
- Floor and roof framing plan (truss calcs required, or prior approval for deferred submittal by CBO)
- Fire separations clearly identified (include assembly listings)
- Door and window schedule
- Accessible elements detailed (and enlarged if necessary to show compliance)
- Calculations for support of mechanical equipment with weight greater than 400 lbs

## **MECHANICAL, PLUMBING, ELECTRICAL PLANS**

### Mechanical –

- Floor plan layouts
- Equipment schedule
- Fire rated assembly penetration details, locations and types of dampers clearly identified (if applicable)

Note: installation of any new roof top equipment weighing more than 400 pounds requires structural calculations.

### Plumbing –

- Floor plan layouts (include interceptor locations and types, if applicable)
- Equipment and fixture schedule (include water usage limits)
- Size and type of DWV, supply, and gas line
- Gas line sizing calculations (if applicable)

### Electrical –

- Floor plan and one-line diagram
- Site lighting and egress lighting clearly shown on plans
- Panel schedules (if multiple panels are used to serve project area)
- Fixture schedule