

Public Works Water Division Project Completion Sign-off Sheet
1340 Clay Street, Napa, CA
707.257.9521

Submit to Water Division Office at 1340 Clay Street for Signatures

Project Name:

Building Permit No.:

Address:

Owner Representative:

Phone:

#	Closeout Requirements	Approver	Signature	Date
1	Required fees submitted/account verification	Stockon		
2	Water construction inspection per approved plans	Dietrich		
3	Meter Installation	Hurst		
4	Backflow Device Installation/Testing	Krupcznski		
5	As-built drawings/Punch List	Dietrich/Stockon		
6	Water Demand Mitigation (offset) Compliance	Costello		
7	Water Efficient Landscape Ordinance (WELO) Compliance	Costello		

Contact Information

Water Administration/Engineering
 Dana Stockon
 1340 Clay Street, Napa
 707.257.9521

Water Demand Mitigation/WELO Compliance
 Patrick Costello
 1340 Clay Street, Napa
 707.257.9521

Water Construction Inspection/
 Greg Dietrich
 770 Jackson Street, Napa
 707.257.9306

Meter Installation/Testing
 Ken Hurst 707.257.9544
 770 Jackson Street, Napa

As-built Drawings/Punch List
 Greg Dietrich/Dana Stockon
 1340 Clay Street, Napa
 707.257.9521

Backflow Device Installation/Testing
 Ski Krupcznski 707.257.9523
 770 Jackson Street, Napa

*****FORM MUST BE COMPLETED AND SIGNED PRIOR TO GOLDENROD SIGN-OFF*****

Sign-off Requirements

WATER CONSTRUCTION INSPECTION/CONDUCTIVITY TESTING

Water Division (City of Napa Corp. Yard) – 770 Jackson Street

The City of Napa Water Division reviews all plans and specifies conditions regarding the level of required infrastructure improvements and/or service requirements. The water system shall be installed, inspected completed per project plans, specifications and conditions prior to City acceptance. All cathodic protection measures shall be inspected prior to burial to verify proper installation and field tested for continuity. The Applicant is required to inform the Water Division inspector of construction progress and final inspection prior to water service installation.

WATER METER INSTALLATION AND BACKFLOW DEVICE INSTALLATION

Water Division (City of Napa Corp. Yard) – 770 Jackson Street

The City of Napa Water Division reviews all plans and specifies conditions regarding the level of required backflow protection. All new backflow device installation(s) shall be inspected and tested by a City-approved backflow prevention specialist (see attached list of approved Testers) prior to water service activation and City acceptance. The Tester shall file all test report(s) with the City of Napa Water Division each time any device is tested; test results shall be on file prior to water service activation. The Owner/Applicant is required to test backflow devices at least annually and immediately after any installation, relocation, or repair.

WATER DEMAND MITIGATION/OFFSET PROGRAM

Water Division (Administration/Engineering) – 1340 Clay Street

The City of Napa Water Division reviews all plans and identifies certain projects that may require water demand mitigation (offset) requirements per Napa Municipal Code Section 13.09.010. The Applicant is responsible for fulfilling all offset requirements using one of three possible methods: 1) Toilet Retrofit Certificates, 2) In-Lieu Fee, or 3) Alternative Method, as specified in a program letter sent following building permit issuance.

WATER EFFICIENT LANDSCAPE

Water Division (Administration/Engineering) – 1340 Clay Street

The City of Napa Water Division reviews all plans and identifies certain projects that may be covered under the City of Napa Water Efficient Landscape Ordinance (WELO) per Napa Municipal Code Section 17.52.520. The Applicant shall fulfill all WELO requirements prior to occupancy. Final landscape documentation includes:

- Certificate of Completion signed by owner and landscape contractor
- Landscape and Irrigation Maintenance Schedule attachment
- Irrigation Audit Report prepared by certified landscape irrigation auditor and a final site inspection performed and approved by Water Division staff.