



RESIDENTIAL BUILDING SUBMITTAL REQUIREMENTS

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

CITY OF NAPA

RESIDENTIAL BUILDING CHECKLIST

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.

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)
- Bay Area Air Quality Management District J# (415-749-4762)

SUBMITTAL DOCUMENTS

All items are required at time of submittal for new residential buildings and additions

- Permit application, completed
- Architectural drawings (6 sets total, two must be stamped and signed)
 - Minimum sheet size is 11" x 17"
 - Minimum scale is 1/4" (except for site plan)
- Planning Division COA (on plans, or per Planning Division specifications)
- Landscape drawings (include with architectural drawings if project landscape area exceeds 500 sq ft)
- Soils / geo-tech reports (2) for new buildings (and additions greater than 300 sq ft) **OR** Soils Report Waiver Request approved by CBO
- Structural calculations (2 stamped sets)
- Special Inspection Agreement, completed
- Energy calculations (2 sets OR 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 plans (3 sets, under separate cover) or explanation of exception
 - Fire sprinklers are required for all new construction or additions that increase the conditioned area by more than 50%
 - Note: Fire Sprinkler / Alarm plans cannot be deferred

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

- o Project address (include adherence to locally adopted addressing standard).
- o Sheet Index
- o Scope of Work (detailed written description of project)
- o Applicable codes (2019 CA Codes and local municipal ordinances)
- o Type of construction
- o Occupancy type
- o Zoning District
- o Wildland-Urban Interface Fire Area? yes or no
- o Is the existing home equipped with fire sprinklers?
- o Square footages (itemized areas per floor, separate use, existing / added / and total new area)
- o Project team names and contact information
- o Stamp / signature of designer in responsible charge

SITE PLAN

- o North arrow
- o Property lines / lot lines (include ROW, easements, etc.)
- o Location of all structures on site
- o Finished floor elevations
- o Utility locations and sizes (existing and proposed)

FLOOR PLAN

- o Dimensioned floor plan showing the size and use of all rooms and areas
For additions and alterations, provide “existing” and “proposed” areas, uses, etc.
- o Location and size of all windows and doors (include exterior landings)

ELEVATION PLANS

- o Overall building height above grade

- Floor elevations
- Roof pitch, roof covering,
- Cladding, finishes
- Grade

FRAMING / STRUCTURAL PLANS

- Foundation plan
- Floor and roof framing plan (truss calcs required, or prior approval for deferred submittal by CBO)
- Garage / dwelling fire separations clearly identified
- Cross sections (minimum of two)

MECHANICAL, PLUMBING, ELECTRICAL PLANS

Mechanical –

- Floor plan layouts
- Location(s) of permanently installed appliances
- Locations and cfm of exhaust fans

Plumbing –

- Floor plan layouts
- Size and type of DWV, supply, and gas line
- Gas line sizing calculations (if applicable)

Electrical –

- Floor plan layouts
- Location of electrical panel(s)
- Location and type of smoke / CO detectors