

THE BUILDING PERMIT PROCESS

Welcome, the Building Division, part of Napa County's Conservation, Development and Planning Department, accepts and reviews plans, issues construction permits, conducts inspections and provides other related services to the citizens of the County. To the Napa County community and to our customers, the purpose of these services is to ensure life safety and structural integrity of buildings constructed in the unincorporated areas of Napa County.

A building permit or other authorization is required before commencing construction, alterations, repair or demolition of any structure situated in the unincorporated area of Napa County. You should contact the Building Division for detailed information regarding compliance.

Under State law, the Building Division cannot design, re-design or perform structural calculations for construction projects. The services of an architect or a structural engineer may be necessary for your project.

CURRENT CODES

We are currently enforcing the following Codes as amended by the State of California and adopted by Napa County's Board of Supervisors. Please ask our staff about local amendments to these Codes.

California Building Code	(2001 Edition)
California Plumbing Code	(2001 Edition)
California Mechanical Code	(2001 Edition)
California Electrical Code	(2004 Edition)
California Building Standards Code	(2001 Edition)

All plans must comply with the applicable provisions of these Codes.

PERMITS EXEMPTED

Permits Are Not Required For The Following Structures or Improvements:

1. One-story detached accessory buildings used as tool & storage sheds, play houses & similar uses, provided the projected floor area does not exceed 120 square feet.
2. Fences less than 6 feet high.
3. Oil derricks.
4. Movable cases, counters & partitions not over 5 feet 9 inches high.
5. Retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
6. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons & the ratio of height to diameter or width does not exceed 2 to 1.
7. Platforms, walks & driveways not more than 30 inches above grade & not over any basement or story below.
8. Painting, papering & similar finish work.
9. Temporary motion picture, television & theater stage sets & scenery.
10. Window awnings supported by an exterior wall of Group R, Division 3 & Group M Occupancies when projecting not more than 54 inches.
11. Prefabricated swimming pools accessory to a residence in which the pool walls are entirely above the adjacent grade & if the capacity does not exceed 5,000 gallons.
12. [For SFM] State-owned buildings under the jurisdiction of the State Fire Marshal.

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of Napa County.

REQUIRED DOCUMENTS

The following drawings, diagrams and other data are required when you apply for your building permit:

SHEET SIZES/SCALE - 11" x 17" or larger plan sheets are required. Other common size sheets; i.e., 18" x 24"; or 24" x 36" may be required depending on the type of construction you intend to do. The plan sheets should be numbered and assembled to form a complete document.

SITE PLAN - Clearly show dimensions of all property lines, easements, setbacks, roads with cross section to show width and grade, drainage, existing structures (identify their use), proposed structures, additions, retaining walls, wells, septic system(s), fire hydrants, water storage tanks, LP tank(s), streams, north arrow, **scale**, owner's name, address of project, name of person preparing plans and Assessor's Parcel Number.

FOUNDATION PLANS - Provide layout of foundation to scale. Show perimeter and interior bearing footings, slab, piers, stairs and fireplaces. Show details of each foundation section indicating size, reinforcement and sill plate attachment.

FLOOR FRAMING PLAN - Provide sheathing thickness, size, grade, spacing and layout of all framing members. Show details of all connections, components, attachments, anchorage, etc.

ROOF FRAMING PLAN - Provide sheathing thickness, size, grade, spacing and layout of all framing members. Provide wet stamped and signed manufactured truss plan(s) and layout if applicable. Show details of all connections, components, attachments, anchorage, etc.

FRAMING PLAN & CROSS SECTIONS - Show all spacing, material types, sizes, layouts, bracing details, dimensions and locations.

FLOOR PLAN - Show all interior and exterior walls, doors, windows, stairways, fireplaces, closets, counters, attic access, plumbing fixtures (water heaters, toilets, showers, tubs, sinks, dishwashers, clothes washer/dryer, stovetop, oven, etc.). Show location and layout of HVAC system. Show all electrical outlets, switches, lights, smoke detectors and electric panel(s). For additions and alterations, graphically show new, existing and removed components.

ELEVATIONS - Show the elevations being changed. Show all exterior features such as the style of the building, doors, windows, decks, finishes, patios, chimneys, trims, etc.

ENERGY FORMS - are required for all projects including signatures and supporting calculations showing compliance when heated or cooled. Forms shall be a permanent part of the plans and shall be signed by the owner and designer.

STRUCTURAL CALCULATIONS – wet stamped and signed by appropriate engineer.

SOILS REPORT - and analysis with foundation design criteria (foundation type, soil load limits, etc.). When required.

If you choose to take to outside Plan reviewer you'll need to provide (1) one additional set of construction plans.

PERMIT APPLICATION INFORMATION

When you have prepared all required documents, you must submit those documents at the Building Division business counter. You should be prepared to provide the following information:

- Location of the project (street number and name) and Assessor's Parcel Number.
- Legal owner's name, mailing address and daytime telephone number.
- Contractor's name, license number, Workman's Compensation Policy Number.
- Description of your project.
- Cost of **all** the proposed work - (labor, materials).
- Percentage of ground slope in the project area.
- Soils Report.
- Pay required submittal fees.

NOTE:

The property owner, an authorized (in writing) agent, or a licensed contractor are the only individuals who may legally sign the application and submit for the building permit.

SUBMITTAL AND APPLICATION PROCESSING

The following steps and descriptions are intended to provide you with an outline of our plan review process.

1. **You must appear** at the Building Division's business counter with your required documents; i.e, plans, calculations, energy compliance forms and application information.
Your application package will be reviewed for completeness by our staff. **Applications that are not complete will not be accepted.** Our staff will advise you as to what information is lacking and provide a checklist for your use.
2. If your application is complete, we will require the payment of an estimated plan review fee. Your application will be "logged in" and you will be advised approximately when the first review might take place.
3. **Plan review fees are required at time of submittal of plans. They will be estimated when the plans are brought in for submittal. Additional fees will be required prior to permit issuance dependant upon plans submitted.**
4. As soon as possible after initial screening, your plans will undergo the first review. You will be advised **by letter** as to what deficiencies have been identified in your plans. The letter will also list the other County departments we have contacted for clearances.
5. Following receipt of Step #4, you or your plan preparer must pick up your plans at our business counter. Identified plan deficiencies must be addressed and returned promptly to our office.
6. Upon completion of the required corrections, you must deliver your plans and other data to our business counter. The plans will then be "logged in" to the re-submittal list. **NOTE: You or your plan preparer should carefully address each identified plan deficiency and be sure the corrected plans reflect all necessary changes. Failure to do so may result in delays in the permit process.**
7. Following re-submittal, your plans will be re-checked and approved or re-marked for further corrections. In either case, you will be notified by mail. If your plans require further corrections, please see Step #4.
8. If the plans are now approved, they will be filed awaiting approval by all relevant departments who must approve each application prior to permit issuance.
9. **Upon receipt of all required clearances, you will be notified by mail that your permit can be issued.**
10. Any changes in initial submittal will result in additional fees.

NOTE: Projects within the City of Napa Water Service Area may be subject to one or more of the following:

1. The participation of the Toilet Retrofit Program as directed by the City of Napa Municipal Code, Title 13.09, "Permanent Water Conservation Regulations".
2. The processing of an Outside Water Service Application. Projects are then required to abide by the current fees and conditions as so specified in the Outside Water Service Application prior to the release of any clearances.

Further questions can be directed to the City of Napa Water Conservation, (707) 257-9521 ext. 7497.

Pay remaining fees and We issue your permit