Environmental Management

1195 Third Street, Suite 101
Napa, CA 94559
www.co.napa.ca.us

Main: (707) 253-4471
Fax: (707) 253-4545

Steven Lederer
Director

A Tradition of Stewardship
A Commitment to Service

BUILDING PERMIT REQUIREMENTS

DEPARTMENT OFFICE HOURS:	**Monday – Thursday**	**7:30 a.m. to 5:00 p.m.**
	Friday	**8:00 a.m. to 5:00 p.m.**
INSPECTOR OFFICE HOURS:	**Monday – Thursday**	**8:00 a.m. to 10:00 a.m. and 2:00 p.m. to 4:00 p.m.**

If you are unable to meet with an Environmental Health Specialist at the above times, please contact them for an appointment.

New Dwelling/Replacement Dwelling/Bedroom-Potential Bedroom Additions* (including temp. trailers)

*You must have both 1 and 2 satisfied prior to receiving a clearance from our department for a building permit except for bedroom-potential bedroom additions which only require #2 be satisfied.

1. Approved Water Supply:
   a) New supply-develop under permit from this office.
   b) Existing supply-conduct a yield test (within the past 5 years) by a licensed well driller, pump installer, geologist, engineer or Registered Environmental Health Specialist (REHS) (see yellow pages).
   c) Yield-less than 5 gallons per minute (gpm) but at least 1 gpm-an application for an individual water supply system must be made with this department to install 3000 gallons of storage per living unit proposed.
   d) Public water supply-submit a letter from the agency indicating that they will serve the parcel.
   e) If your project will utilize groundwater and is located in the MST groundwater deficient basin, you must apply for and obtain a groundwater permit from this department.

2. Approved Sewage Disposal System:
   a) Public sewer company-submit a letter from the agency indicating that they will serve the parcel. A sewer line permit from this office might be required.
   b) If a septic system is proposed, a site evaluation must be completed by a qualified professional in conjunction with this department, to determine the size and type of septic system.
   c) If the septic system is to be located in an area other than that of the site evaluation, a new site evaluation must be done by a certified individual in coordination with this office.

d) A sewage permit application must be completed. A plot plan of the proposed system must be submitted. If the site evaluation and/or percolation test revealed an alternative sewage treatment system (ASTS) is required, such system must be designed by an engineer or REHS and the plans will have to be reviewed and approved by this department prior to issuance of the building clearance.

*A bedroom shall be considered to be any room with a floor area equal to or greater than 70 sq. ft. including lofts, sewing rooms, offices, game rooms, etc. Kitchens, bathrooms, laundry rooms and rooms with large arched doorways or half walls such as family rooms, living rooms and conversation pits shall not be considered bedrooms. A closet (or lack thereof) **is not used** in determining whether a room is a bedroom.

Other non-residential additions/remodels:

1. If plumbing is involved, a sewer line permit must be issued for connection to the existing sewage disposal system. If a new sewage disposal system is required, see item #2 above.

2. A plot plan indicating the location of the septic system in relation to the addition will be required if one is not already on file.

3. A reserve area complying with all code requirements must be established through an approved site evaluation, if one does not already exist.

4. Commercial Kitchen Remodels/Additions or other commercial projects – Plan review and approval will be required. Contact this department for requirements.

NEGLECTING TO CONTACT THE ENVIRONMENTAL MANAGEMENT DEPARTMENT MAY RESULT IN THE DELAY OF YOUR BUILDING PERMIT APPROVAL