



NEW RESIDENTIAL SUBMITTALS

Checklist For New Residential Structures

Applications for new residential buildings require the following documents to be complete. Use this checklist as a guide to help you prepare your submittal. Which items you will need depend upon the design of the structure you intend to build. Each project is unique and yours may have submittal requirements in addition to the ones listed here. Check with a member of our staff to confirm exactly which documents you will need.

Drawings

All check marked items are required. Which of the remaining drawings you need will depend on the scope of your project. Together with the Forms and Supporting Documents, they make a complete set. Consult our staff for additional information.

- Title Page - Include all required information !
- Site Plan
- Foundation Plan & Footing Details
- Floor Plan - Existing & Proposed
- Floor Framing Plan
- Framing Plan & Details
- Roof Plan
- Roof Framing Plan
- Elevations - All 4 sides
- Cross Sections
- Window & Door Schedule
- Electrical Plan
- Plumbing Plan
- Mechanical Plan
- Energy Calculations (Title 24)
- WELO Compliance Drawings

*May be shown
on the floor
plan if
appropriate.*

Number & Size of Drawings

- 3 Complete Sets of Plans**
Properly sized.

Your drawings must be on 24"x36" paper, drawn to scale using English measure, and signed by the architect or draftsman. Smaller sizes may be allowed with prior permission, however **larger paper sizes will not be accepted.**

Plans must be submitted bound by a maximum of three staples. Please do not use multiple staples within the same planset bundle.

Incomplete submittals will not be accepted. Be sure you have all the required documents ready when you submit.

Forms & Supporting Documents

Below are the most common additional forms and documents. All check marked items are required with your submittal. Your project may require some or all of the additional documents listed below and other documents which may not be listed. Consult our staff before you submit.

- Project Design Detail Form
- Completed Application
- Agent Authorization Form
- Statement of Intent
- Scope of Work
- Certificate of Adjacent Agricultural Use
- Appendix A (Public Works)
- Mobile Home Park Worksheet
- Electrical Worksheet
- Construction Waste Plan
- Letters of Hire
- Truss Calculations
- Structural Calculations
- Construction Waste Mgmt Report
- HOA Pre-Approval
- Napa Sanitation Approval
- Geologists/Soils Report