



# COMMERCIAL SUBMITTALS

## Checklist For All Commercial Projects

This handout is a guide to help you prepare your permit application. Commercial project submittals will require the following items to be accepted for review. **Each project is unique and yours may have additional submittal requirements. Check with a member of our staff to confirm which documents your project 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
- Civil Drawings
- 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
- ADA Detail Sheets
- 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. **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

All check marked forms and supporting documents are required with your submittal. Your project may require some or all of the additional documents listed below.

- Project Design Detail Form
- Completed Application
- Accessibility Upgrade Worksheet
- Agent Authorization Form
- Scope of Work
- Statement of Intent

### Supporting Documents

- Engineer's Letter of Hire
- Truss Calculations
- Structural Calculations
- Contract Costs
- Construction Waste Management Plan
- Deferred Submittal Request Form
- Geologists/Soils Report
- Special Inspection and Testing Form

### Additional Information

1. **For projects with multiple structures: Napa county permits each structure separately.** You may put more than one structure on your planset, but if you do, be aware that all the permitted structures must be issued at the same time.
2. **Plan review fees are due at submittal.** Permit fees, inspection fees, and any additional state and/or county fees are due at issuance.
3. **Fire sprinklers are required by code and will require a separate permit.** Do not include your sprinkler plans with your construction application unless instructed to do so by a member of our staff.