Your Pathway to a Completed Accessory Dwelling Unit  
(Within Unincorporated Napa County)

Before starting on your building permit application determine if you intend to manage and/or construct the project yourself, or if you will be hiring experienced design and construction professionals. Need help? Napa-Sonoma ADU (www.NapaSonomaADU.org) is your one-stop shop for everything you need to know about developing an ADU. They have extensive resources addressing ADU project feasibility, financing, design, construction, and process.

Once you have made the decision to build an ADU, follow these steps in sequential order:

1. **Pre-Application**
   - Planning, Building, Engineering and Environmental Management Staff are available to advise you on requirements for developing your ADU.
   - No appointment necessary, just drop in to the PBES Office to speak with staff, or call 707-253-4417
   - Start with a Planner if you do not know who to speak to first
   - If you have a sketch of what you want to do, bring it with you
   - Consult with Napa-Sonoma ADU if you need assistance
   - Prepare your plans and building permit submittal package: https://www.countyofnapa.org/1842/Permit-Applications

2. **Submit and Obtain Building Permit**
   - Submit Building Permit Application, plans and plan check fee to Building Division: https://www.countyofnapa.org/1842/Permit-Applications
   - Plan check comments provided back within 28 days
   - Prepare and submit responses/revisions to plan check comments
   - Subsequent plan check comments provided back within 14 days
   - Permit ready for issuance once all plan check comments are addressed
   - Obtain permit: pay inspection fees and received stamped construction plans

3. **Construct Your ADU**
   - Commence project construction after issuance of building permit
   - Schedule and pass all sequential Building Division inspections: https://www.countyofnapa.org/1842/Permit-Applications
   - One or two weeks prior to project completion, schedule Final Occupancy inspections with Divisions who have required a final inspection (i.e. - Engineering, Planning, Environmental Management, Public Works, Sewer Provide, if applicable)
   - Receive Certificate of Occupancy upon completion of inspections
   - Move in after Final Occupancy is granted: Project Complete!