The online permit center allows registered users to schedule pre-app meetings, submit permit applications, review application status, schedule inspections and make payments.

Visit Napa County’s Online Permit Center:
https://citizen.countyofnapa.org/citizenaccess/Customization/NAPACO/launchpad.aspx

Click on Register

Step 1: Agree to Terms & Conditions
Read and accept the terms & conditions by placing a checkmark next to 'I have read and accepted the above terms' and then ‘Continue Registration’.
How-To: Register for an Account

Step 2: Account Registration
Create user name and provide contact information.

- User name and email address have to be unique to the system. The user name has to be between 4 - 32 characters and may contain the following special characters: @ _ -. )
- If your email address is on file as another register user, please use the: 'I've forgotten my password' from the login page to retrieve the password.
- Create and confirm password, must be between 8 to 20 characters.
- Create a security question & answer, this will be used if retrieval of password is needed.

Step 2 (cont.): Contact Information

- Add New > Select a Contact Type
- Users that register as a Lic. Contractor can associate a contractor license to their user account but it is not required to submit an application for most record types.
Step 2 (cont.): Contact Information

Fill out required fields under Contact Information, and click Continue.

Verify all the information entered is correct then click Continue Registration.
Step 3: Activation Pending

Your account has been registered. To **activate** your account, check the email address provided as the verification email has been sent.
Step 4: Activation

Read and scroll to the bottom of the email message to find the **Account Verification Link**.

Click the link to verify and activate your account.

You are now eligible to log in.