

What type project are you applying for?	What type of plans will you need? (see Submittal Checklist for complete document requirements)					Which Submittal Checklist will you need to submit with your application? Please note the first page of the Submittal Checklist must be completed and included in your submittal package.	What timeline until you receive first round plan check comment: Express (3-5 days), Quick (7-10 days), or Standard (28 Days)	Which Departments Will Be Reviewing Your Project? Please see note (f)	Questions to help you identify the type of review your permit will be considered: Please note all projects are subject to reclassification upon review of the submittal depending on scope and other issues that may require a lengthier plan review.
	Plans "Drawings" (Single Combined PDF File with bookmarks)				Supporting Documents				
	Site Plan	Architectural Structural Civil Plans	Energy Forms	Structural Calculations	For Example: Cal Green, Waste Management, Manufactures Specifications Other				
Agriculture Buildings:	X	X	Yes-If conditioned	if applicable – dependent on design (a)	Cal Green Waste Management Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: <600 sq. ft. single story, no more than 15' height, not first structure on property Quick: >600 sq. ft. no other use other than Ag Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	<ol style="list-style-type: none"> Is there a dwelling on the property? Y=Residential N=Commercial Is there any other use besides Ag use (i.e. studio, exercise room, conditioned space, recreation room, etc.)? Y= Std N= Express or Quick Is the building more than one story? Y= Quick or Std N= Express Is the building less than 600 sq. ft.? Y=Express N=Quick or Std
Accessory Buildings (mechanical, pump house, storage shed, garage, pool house, etc.):	X	X	Yes-If conditioned	if applicable – dependent on design(a)	Cal Green Waste Management Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: <600 sq. ft. single story, no more than 15' height, not first structure on property Quick: >600 sq. ft. Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	<ol style="list-style-type: none"> Is there a dwelling on the property? Y=Res N=Com Is the building more than one story? Y= Quick or Std N= Express Is the building less than 600 sq. ft.? Y=Express N=Quick
Carpports:	X	X	N/A Commercial may need forms	if applicable – dependent on design (a)	Geotechnical Report (g) Agent Authorization (c)	Residential Addition-Alteration Checklist or Commercial Additions-Alteration Checklist	Express: Less than 600 square feet Quick: >600 sq. ft. Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	<ol style="list-style-type: none"> Is there a dwelling on the property? Y=Res N=Com Is the structure less than 600 sq. ft.? Y=Express N=Quick
Commercial - Alteration	X	X	X	if applicable – dependent on design (a)	Waste Management Geotechnical Report (g) Special Inspection depending on design Agent Authorization (c)	Commercial Addition-Alteration Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	
Commercial Building - New	X	X	X	if applicable – dependent on design (a)	Cal Green Waste Management Geotechnical Report (g) Special Inspection depending on design Agent Authorization (c)	New Commercial Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	
Decks:	X	X	N/A	if applicable – dependent on design (a)	Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express:<600 sq. ft. single story, no more than 15' height Quick: >600 sq. ft. or multi-story Commercial = Standard	Building Plan Check Environmental Health Engineering Planning	<ol style="list-style-type: none"> Is there a dwelling on the property? Y=Res N=Com Is the deck more than one story not more than 15'in height? Y= Quick N= Express Is the building less than 600 sq. ft.? Y=Express N=Quick

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Demo Permits	X	N/A	N/A	N/A	Waste Management J-Number from BAAQ PG&E Release Form Agent Authorization (c)	Demo Checklist	Express	Building Plan Check Environmental Health Engineering Planning Fire	
Detached Outdoor Kitchens: Less than 600 square feet in floor area and open on 3 sides.	X	X	N/A Commercial may need forms	if applicable – dependent on design	Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: <600 sq ft and open on 3 sides Quick: >600 sq ft or enclosed Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. What is the square footage of the outdoor kitchen? >600 = Express <600= Quick 3. Is this open on 3 sides? Yes = Express No= Quick
Electric Vehicle (EV) Charging Stations: Type 1 and Type 2.	X	X	EV forms are required.	N/A	Manufacturer's product specifications/ product literature. Agent Authorization (c)	Solar/Energy Storage/Vehicle Charging Submittal Checklist	Residential = Express Commercial = Standard	Building Plan Check Commercial would include Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com
Electrical Service Upgrades and New Service Panels:	N/A	N/A	N/A-UNLESS Commercial, then required.	N/A	Load calculations for residential services larger than 600 amp for or any 3-phase service or all commercial Agent Authorization (c)		Express Quick: services over 600 AMP	Building (use workflow status No Other Review)	1. Is there a dwelling on the property? Y=Res N=Com 2. Is the service more than 600 AMP? Y=Express N=Quick
Energy Storage Systems (Battery Back ups)	X	X	N/A	N/A	Manufacturer's product specifications/ product literature. Agent Authorization (c)	Solar/Energy Storage/Vehicle Charging Submittal Checklist			1.
Entry Gates and Fences: Only Those not requiring special fence permits.	X	X (e)	N/A	If applicable – dependent on design and any gates over 6' tall	Agent Authorization (c)	Entry Gate Checklist	Residential = Express Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	2. Is there a dwelling on the property? Y=Res = Express N=Com = Std
Generator	X	X	N/A	Yes-Project specific anchorage calculations as	Manufacturer's product specifications/ product literature Agent Authorization (c)	Generator Checklist	Express	Building Plan Check Environmental Health Engineering Planning	

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				determined by scope.				Fire	
Manufactured Home on Permanent Foundation	X	X	N/A	For Permanent Foundations	Cal Green Waste Management Geotechnical Report (g) Agent Authorization (c)	Manufactured Home Checklist	Quick	Building Plan Check Environmental Health Engineering Planning Fire	
Mechanical, HVAC Change outs, Water heater replacements.	N/A	N/A	N/A	X	Agent Authorization (c)		Online Permit	Issued all online	
Metal Storage Containers	X	X	Yes- If conditioned.	if applicable – dependent on design	Submittal Checklist Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Residential = Express Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com
Pre-manufactured Greenhouses:	X	X	Yes- if conditioned.	if applicable – dependent on design (b)	Cal Green Waste Management Geotechnical Report (d) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: Less than 600 square feet Quick: >600 sq. ft. Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. Is the structure less than 600 sq. ft.? Y=Express N=Quick
Propane Tanks:	X	N/A	N/A	N/A	Agent Authorization (c)	Propane tank checklist	Express	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com
Re-roofs with no structural changes (for roofs with structural changes see Dwelling Alterations)	N/A	N/A	N/A	N/A	Agent Authorization (c)		Online Permit Commercial = Quick permit and must be taken in thru submittal process	Issued all online Commercial re-roofs require Planning approval	1. Is there a dwelling on the property? Y=Res = Express N=Com = Std (cannot be pulled online and will require submittal process)
Residential Addition	X	X	X	if applicable – dependent on design (a)	Cal Green Waste Management Geotechnical Report (g) Agent Authorization (c)	Residential Alteration and Addition Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	

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Residential Interior Alterations:	See note (d)	X	Yes	N/A	Cal Green Waste Management Special Inspection dependent on the design Agent Authorization (c)	Residential Alteration/ Addition Checklist	Express: Does not affect any of the exterior or interior load bearing walls and does not affect 50% or more of the entire space Quick or Standard: Depending on size of scope will be determined at intake	Building Plan Check	<ol style="list-style-type: none"> Does this affect any of the exterior or interior load bearing walls? Yes = Quick or Std No=Express Does this renovation affect 50% or more of the entire space? Yes = Quick or Std No = Express
Residential New Dwelling	X	X	X	if applicable – dependent on design(a)	Cal Green Waste Management Geotechnical Report (g) Special Inspection depending on the design Agent Authorization (c)	New Residential Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	
Residential Outdoor Fireplaces and Fire Pits: Freestanding only.	X	X	N/A	if applicable – dependent on design(a)	Cut sheets on the appliances Agent Authorization (c)	New Residential Checklist	Express	Building Plan Check EH Engineering Planning	
Retaining Walls	X	X	N/A	if applicable – dependent on design (a)	Geotechnical Report (g) Special Inspection depending on the design Agent Authorization (c)	Retaining wall Checklist	Quick: Residential retaining walls that do not support a road, structure, or part of a cave portal Standard: Commercial or does not meet above criteria	Building Plan Check Environmental Health Engineering Planning	<ol style="list-style-type: none"> Is there a dwelling on the property? Y=Res N=Com Does the wall support a road, structure, or part of a cave portal? Yes = Quick No = Express
Siding repair and replacement.	N/A	Floor plan showing location of work	N/A	Project specific	Agent Authorization (c)		Over the counter – Techs approve	Building (use workflow status No Other Review)	
Solar Systems:	X	X	N/A	if applicable – dependent on design N/A for Roof mounted. Required for ground mounted	Geotechnical Report (g) for ground mount may be required based on site conditions Agent Authorization (c)	Solar/Energy Storage/Vehicle Charging Submittal Checklist	Residential: Express Commercial: Standard	Roof Mount: Building Plan Check Fire Ground Mount: Building Plan Check Environmental Health Engineering Planning, Fire	<ol style="list-style-type: none"> Is there a dwelling on the property? Y=Res N=Com

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Swimming Pools:	X	X	N/A	N/A - when already approved with Master plan, otherwise Yes	Geotechnical Report (g) Swimming Pool Safety Project Specific-Special Inspection forms. Agent Authorization (c)	Swimming Pool Checklist	Express: Approved Master Plan on File Quick: Residential Commercial: Standard	Building Plan Check Environmental Health Engineering Planning Fire*	1. Is there a dwelling on the property? Y=Res N=Com 2. Do you have a master plan on file? Yes = Express No = Quick
Trellis, Gazebos, and Patio Covers:	X	X	N/A Commercial may need forms	if applicable – dependent on design(a)	Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: Less than 600 sq. ft. Quick: >600 sq. ft. Commercial: Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. What is the square footage? >600 = Express <600= Quick
Water Tanks:	X	X	N/A	N/A - is already approved with Master plan Otherwise Yes	Geotechnical Report (g) Project Specific-Special Inspection forms Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Residential: Express Commercial: Standard	Building Plan Check EH Engineering Planning Fire *	1. Is there a dwelling on the property? Y=Res N=Com 2. Do you have a master plan on file? Yes = Express No = Quick or Standard 3. What Is the size of the water tank? less than 10,000 gallons? = Express 10,001 – 50,000 gallons = Quick <50,000 = Standard
Window and Door Replacement: with no structural alterations.	See note (d)	Floor plan detailing rooms and location of windows	Yes	Yes	Window Replacement Form Window Schedule Agent Authorization (c)	Window Replacement Checklist	Express – Techs approve	Building (use workflow status No Other Review)	

Notes

- (a) - Yes-Unless the project meets the convention construction requirements as indicated in the CBC and/or CRC.
- (b) - Yes-Manufacturer's unit calculations are required as well as foundation engineering and calculations.
- (c) - Anyone applying for a permit other than the owner or contractor
- (d) - If projects is on the main dwelling no site plan is needed
- (e) - Structural detailing is required
- (f) - Additional routings are subject to additional reviews if you are in special districts such as Napa Sanitation, Airport, American Canyon Water, etc
- (g) - Please see [Napa County Geotechnical Report Policy](#) for requirements and exceptions

*-If utilized for fire suppression