



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services
1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org
David Morrison
Director

**ATTACHMENT B
SELF-CERTIFICATION OF COMPLETION FORM**

What is the purpose of this form? To confirm that your property has been cleared of household hazardous waste HHW and/or debris and ash and all soil sampling has been conducted as required. This form is used to self-certify completion of cleanup before a building permit may be issued for new and replacement structures.

Owner:	Street Address:
Parcel#:	City:
Phone Number:	Email:

A. Phase I. Household Hazardous Waste (HHW)

HHW was removed and disposed of by:

- DTSC during the public HHW removal Phase (residential properties should check this box).
- Environmental Consultant with properly certified personnel

Name: _____

HHW was properly handled and disposed of at an appropriate hazardous materials disposal facility.
Disposal receipt is attached.

Comments: _____

B. Phase II. Debris and Ash Removal and Disposal

Debris and Ash was removed and disposed of by:

- Myself Licensed contractor

Contractor name and license number: _____

Foundation Removed: YES NO. If NO, letter from California Registered Civil or Structural Engineer must be attached.

The debris and ash from my property was disposed at the following facility:

Facility Name: _____

Date(s) of Delivery: _____

Date of Completion (attach disposal receipts): _____

List disposal location of any material disposed of at a recycling facility. Include type of material, location of disposal and attach disposal receipts:

C. Soil Confirmation Sampling Results

Consultant name and license#: _____

Samples meet the Napa County Cleanup Goal Yes No

Samples meet site specific clean up goals Yes No

A copy of the sampling results and a map of the sampling locations (both background sampling locations and sample locations) are attached. Map must include soil sampling under removed foundations and around any remaining foundations per DAR plan. Yes

D. Erosion Control Measures

Yes Erosion Control measures identified in the DAR application have been installed.

E. Property Owner Certification

I hereby certify that the burn ash and debris generated by the Fire has been identified, removed, and disposed of as described in the PBES HOUSEHOLD HAZARDOUS WASTE & DEBRIS AND ASH REMOVAL application and plan including all Attachments.

The above mentioned HHW and/or debris and ash removal was performed under my direction.

Property Owner Signature _____
Date

SUBMIT: Once all debris and ash removal is complete, all erosion control measures are in place and documentation has been compiled, submit the Self-Certification of Completion Form (Attachment B), along with all supporting documents, to PBES:

- By email to: Environmental-Fire@countyofnapa.org;
- By mail to: Napa County PBES, 1195 Third Street, Suite 210, Napa, CA 94559; or
- In-person, by scheduling an appointment online: PBES Site, following steps 1-3, below:
 1. Click the “Appointment Requests” button and follow the system prompts to enter your property information, contact information, then review and confirm.
 2. Once completed, click the “Schedule Date/Time” button and follow the prompts to select a date/time, and confirm the contact information and appointment time.
 3. Once you have finished and successfully scheduled your appointment, you will receive an email confirmation. If you cannot schedule online, please call (707) 299-1350 for assistance.



PROPERTY INSPECTION

Debris and Ash Removal Plan Completion

Once the steps outlined in your approved Debris and Ash Removal (DAR) Plan have been completed, including confirmation that soil sampling meets the cleanup goals, and installation of the necessary erosion control measures identified in the Stormwater Pollution Prevention Plan (SWPPP) checklist, you must schedule an inspection with Napa County Planning, Building and Environmental Services.

How to Schedule an Inspection by Phone

1. Dial 707-253-4416
2. From the menu, Press [1] to schedule an inspection
3. Follow the spoken prompts for entering your Permit #, Inspection Code of **910**, and other scheduling details requested;
4. Make sure you receive a confirmation.

Note: From the main menu, you can also press [2] to cancel or reschedule an inspection, if needed, by following the same steps.

How to Schedule an Inspection by Text

1. Send a Text Message to 866-307-2630 with the subject of "SCHEDULE" from your mobile phone;
2. Follow the interactive prompts for entering your Permit #, Inspection Code of **910**, and other scheduling details requested;
3. Make sure you receive a confirmation.

Note: You can also use the text subjects of "CANCEL" or "RESCHEDULE" to alter an inspection, if needed, by following the same steps.

DAR PERMIT # _____