The following guide will display how to submit an application through our online permit center for registered users.

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

**Start a New Application**

Select ‘Start a New Application’ or use the department dropdown to ‘Create an Application’
Log in with registered user name and password

Read and review the general disclaimer, agree > continue application
Expand the filters > select the record type > continue application

Step 1: Location
Provide street number/name/city or parcel number for property.

Tips:
- Click on the Napa County Public Map to help locate address or parcel number.
- If inputting a street name, do not use the extension type. Extension types include street, st., avenue, ave, trail, trl.
- Partial street names can be searched using the wildcard symbol % as the end.
Step 1 (Continue): Owner Name
Populates from address or parcel provided. Make edits if needed and add contact phone number and email address.

Step 2: Project Scope
Applicants provide a project name & description. Job Value includes labor & supplies with a minimum amount of $100. Housing Units and Number of buildings are required fields. If unknown, please insert 0.
Step 2: Project Scope – Residential
- If due to code violation, please mark ‘YES.’
- Enter original and new footage, if no existing or change in square footage please insert 0 for both.
- Owner/builder, mark ‘YES’ when the homeowner becomes the general contractor. As an owner/builder, you (not the person you hire) assume responsibility for the overall job. - Multiple structures, mark ‘YES’ when this submittal is requesting to cover multiple projects for one parcel. Job scope will determine the number of permits to be processed.

Step 2: Project Scope – Commercial
- If due to code violation, please mark ‘YES.’
- Enter estimated cost amounts per line of job.
- Multiple structures, mark ‘YES’ when this submittal is requesting to cover multiple projects for one parcel. Job scope will determine the number of permits to be processed.
Step 3: Professional – If required.
- Add New: To add a new licensed professional. Select the license type and insert license number, complete required contact information. Save and close when completed. Any data on file will populate.
- Look Up: Use the Look Up button to search for existing licensed number. Update the required fields to Save and Close.
- Use the edit or remove to adjust the licensed professional information as needed.

Step 4: Contacts
The Applicant and Permit Holder have been pre-determined for the applications. The Applicant Contact will be the public user and receives email communications throughout the application process. The Permit Holder will be the owner or the license professional. Edit is a non-functional button.
Step 5: Documents
Attaching plan sets & supplemental documents are required.

### Document Requirements

**Required Documents**

Depending on the project scope, at least one Plan Set File and one Supplemental Document File will be required for the electronic submittal application. Submittal applications that are missing required documents, including non-bookmarked plans sets can cause a delay in processing.

For more information on document requirements specific to your project scope, visit the [Building Division's Permit Application website](#). If needed, use the ‘Save and Resume later’ button to save your application and pick it up at a later date.

**Ready to submit?** Please confirm the files meet the following requirements:

- **One Plan Set Document File:**
  All construction plans shall be grouped within a single PDF file. For example, the architectural, structural, electrical, plot plan, etc. type plans must all be contained in a single file.

- **Pages Bookmarked:**
  Within the Plan Set File, each page needs to be bookmarked with a correlated label or sheet reference. For example, A-6 First Floor, A-5 First Floor Framing Plan, etc.

- **Flatten and under 250 MB:**
  Please flatten all updated PDFs and ensure the file is 250 MB or less.

- **Supplemental Documents File:**
  Supplemental document files can be attached as a package or individually as a PDF. Include a Commercial Permit Application as a PDF.

- **Descriptive Filenames:**
  The filenames of all document files must begin with a descriptive name of contents. For example, Plan Set V1, Calcs, CalcDraw, etc.
  The filenames must be less than 30 characters in length, including spaces and .pdf. Must not contain more than one dot period or the words ‘.GIF’ or ‘.PNG’.

### Attachment

To attach a document:

1. Click the “Add” button
2. From the File Upload, click on “Add” button
3. Locate and select the attachment(s) on the PC, click on “Open”
4. From the File Upload, once the progress bar is 100%, click on “Continue”
5. From the dropdown, select the type of document
6. Insert a description into the available description field
7. Click on “Save”

The maximum file size allowed is 2MB.

Accepted file types: PDF, JPG

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No records found.

[Add]

[Continue Application >]

[Save and resume later]
Step 5: Documents (Cont.)

From Add > Browse to select PDF to attach.

Select file > Open > Continue

Select Type and provide description > Save > Continue Application

*More than one file can be added at the same time.
Step 6: Review
Applications need to be reviewed, edits can be made at this time. Applicants will need to read & agree to contractor’s license requirements and workers’ compensation > Continue Application

Step 7: Record Submittal
A submittal number (ex: S23-00000) is generated for your tracking. Once the submittal is accepted, a permit record number (ex: BR23-00000-NEW or BC23-00000-ELC) is created for review process and issuance. Keep copy of this number.
**Tip:** Any time applicants can Save and Resume Later*. If selected, it will create a TMP record number. TMP records are available up to 90 days.

Applicants can resume action by logging into their account > Building Records > Resume Application

*Note that Napa County employees are unable to view or search for details regarding ‘Temporary’ applications as they have not been formally submitted.