



RESIDENTIAL SMALL STRUCTURE ELECTRONIC SUBMITTAL CHECKLIST

This document is a checklist prepared for applicants to use in performing a last minute review of their Electronic Plan Review submission. Please see the submittal checklist located at [Building Documents and Forms](#) for more detailed description of each submittal requirement. Which items you will need depend upon the design of the structure you intend to build.

This completed submittal checklist must accompany your application, failure to do so will result in a rejection of your submittal. Please review this document in its entirety, if you have additional questions our staff will be glad to answer them for you.

Items you will need to submit:

- An active citizen portal account on the [Online Permit Center](#).
- Your submission is condensed into two PDF files with all pages bookmarked (PLANS and SUPPLEMENTAL). See below for contents.
- A completed copy of this checklist included as page one in the plans file

Designated Contact for all Correspondence: (This should be the person listed as Applicant on the Permit. Only one contact is permitted)

Name _____ Email address: _____

Drawings

All sheets must be uploaded into one PDF file and bookmarked.

Naming Standard: plans-date.pdf
(i.e plans-06.02.21.pdf)

- Complete Sets of Plans** -Properly formatted and complying with our [Submittal Standards](#)
- Completed Submittal Checklist
- [Title Page](#) - Include all required information
- [Site Plan](#)
- Civil Drawings/ Grading Plan
- Floor Plan
- Roof Plan
- Exterior Elevations - All 4 sides
- Building Sections, wall sections, and applicable details
- Architectural and/or Structural Construction Notes and Schedules
- Foundation Plan & Footing Details
- Floor Framing Plan
- Roof Framing Plan
- Structural Details
- Mechanical Plan or ____ N/A
- Plumbing Plan or ____ N/A
- Electrical Plan or ____ N/A
- Energy Calculations (Title 24) or ____ N/A
- Structural Calculations or ____ N/A
- Truss Calculations or ____ N/A

Supplemental Forms

All forms are to be uploaded into one PDF file.
Naming Standard: supplemental-date.pdf
(i.e supplemental-06.02.21)

- California Green Building Standards – Residential Mandatory Measures
- Construction Waste Management Plan

Your project may require some or all of the additional documents listed below.

- Agent Authorization Form
- Special Inspection and Testing Form

Additional Information

1. **For projects with multiple structures: Napa County permits each structure separately.** You may put more than one structure on your plan set, but if you do, be aware that all the permitted structures must be issued at the same time. Please fill out an application for **each** structure separately.
2. **Plan review fees are due at acceptance of submittal.** Additional permit fees, inspection fees, and any additional state and/or county fees are due at issuance.

