



# RETAINING WALL ELECTRONIC SUBMITTAL CHECKLIST

Items you will need to submit:

- An active citizen portal account on the [Online Permit Center](#)
- Your plan set should be condensed into one PDF file with all the pages [bookmarked](#). Supplemental documents can be uploaded individually. Submittal documents must meet the requirements of the 2022 California Codes (CEC, CRC, CBC, CFC)

Please initiate a submittal application in the [Online Permit Center](#) and select the following scope of work descriptions from the drop down.

- Submittal Applications – Building
  - Building Submittal – Commercial
  - Building Submittal – Residential

Enter your project information and attach the following items. Be sure to select the documents type as identified below. All attachments must comply with [Napa County Electronic Submittal Requirements](#).

## PLAN SET

- Complete PDF file for building plans, with each page **bookmarked** stamped and signed (electronic signatures accepted), including: Please also see the [Residential Plan Set Guidelines](#) for more in-depth detail of what each section would entail.
  - [Title page](#)
  - [Site plan](#)
  - Civil/Grading Drawings with grade elevations (top of wall; bottom of wall; bottom of footing; existing and modified grades; Surface and subsurface drainage systems including invert elevations pipe sizes and types)
  - Exterior Wall Elevations
  - Retaining wall cross sections and applicable details and notes
  - Foundation Plan & Footing Details

## SUPPLEMENTAL DOCUMENTS

- Structural calculations, if applicable
- [Geotechnical report](#), if applicable
- Completed and signed [Special Inspection Form](#), if applicable
- Completed [Construction Waste Management Plan](#)
- Completed [Agent Authorization Form](#), if applicable

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 and upload to submittal.

Once your submittal has been deemed complete and processed you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable County departments and the plan review period will not begin until payment has been received.