



RESIDENTIAL DEMOLITION 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. The attached "Checklist in Detail" will provide a 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 SUPP).
See below for contents.
- All files are named per the address or APN naming standards shown below
- A completed copy of this checklist included in the Supplemental Forms

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: address or APN-plans.pdf
(i.e 1234MainSt-plans.pdf or 011-110-001-plans.pdf)

- Complete Sets of Plans** -Properly formatted and complying with our [Submittal Standards](#)
- Completed Submittal Checklist
- [Site Plan](#) Showing all structures and improvements on the property and which structures to be demolished, show the location of staging and loading areas.
- If there are utilities to the building please indicate on the plans what will happen with the utilities

Supplemental Forms

All forms are to be uploaded into one PDF file.

Naming Standard: address or APN-supp.pdf
(i.e 1234MainSt-supp.pdf or 011-110-001-supp.pdf)

- J# from BAAQ
- Construction Waste Management Plan
- PG&E Release Form

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

- Agent Authorization 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 submittal.** Additional permit fees, inspection fees, and any additional state and/or county fees are due at issuance.