



PROPANE TANK 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
- Architectural and/or Structural Construction Notes and Schedules
- Foundation Plan & Footing Details (as applicable)
- Fuel Gas Drawings showing location of gas lines and trenching depths (minimum 12" - 18", 48" if trench is located in a vineyard)

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
- Cut Sheets for the propane tank

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

- Agent Authorization Form
- Special Inspection and Testing Form
- Geologists/Soils Report.

Additional Information

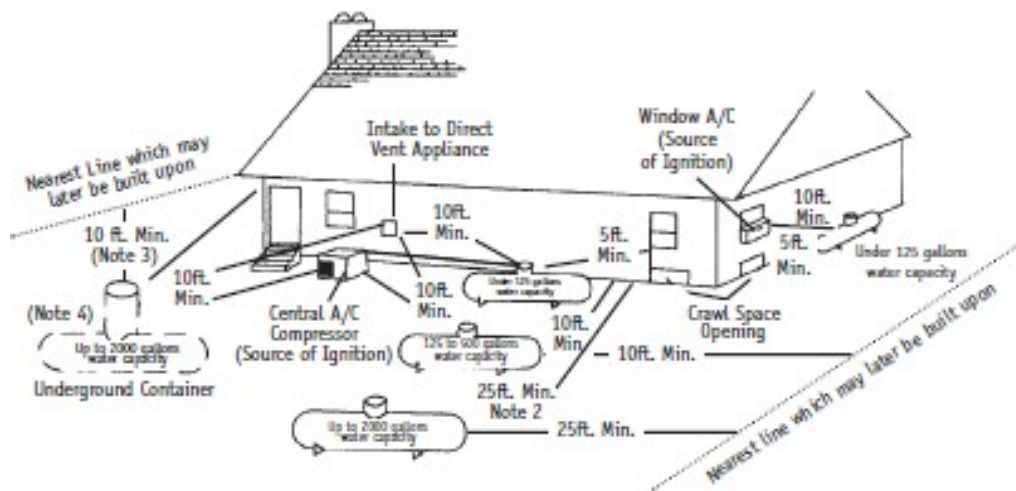
1. For projects with multiple structures: Napa County permits each structure separately. You may put more than one structure on your plan set, but if you do, be aware that all the permitted structures must be issued at the same time. Please fill out an application for **each** structure separately.

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.

3. **LOCATION:** A LPG tanks shall be located away from building public ways or adjoining property as follows:
 - A) 125 to 500 gallons, 10 foot separation; B) 501 to 2,000 gallons, 25 foot separation. Please refer to the 2019 codes for exceptions;
4. **SUPPORT:** Tanks shall be set on a concrete pad, paved surface or firm level earth. Tanks located within the FEMA 100-year floodplain must be securely anchored.
5. **COMBUSTIBLES:** A space of not less than 10 feet out from the tank shall be maintained free from dry grass, weeds and any other combustible material.
6. **PROTECTION:** Tanks located in close proximity to driveways, alleys, or streets shall be protected with bollards, guard posts and/or curbing.
7. **MARKING:** Tanks shall be marked "NO SMOKING" & "FLAMMABLE, LP-GAS, PROPANE OR BUTANE".
8. **APPLIANCES:** Tanks shall be connected to appliances that are listed and/or approved for LPG fuel.

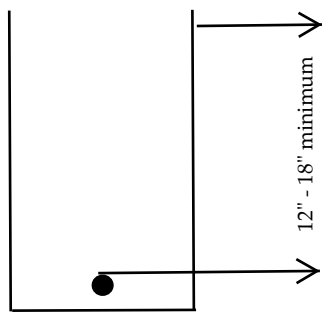
Guidelines for Underground and Aboveground Tank Installation

Federal, state and local ordinances and regulations should be observed at all times.



Add to Plans: Underground gas piping installation shall conform with CPC 1210.0, 1210.1.1 with a minimum of 12" of cover. The minimum cover shall increase to 18" if external damage is likely.

or



Trench Detail

Note: Underground installation increased to 48" if located through a vineyard.

Guidelines for Aboveground Cylinder Installation

Federal, state and local ordinances and regulations should be observed at all times.

