



# 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: \_\_\_\_\_

<b>Drawings</b>	<b>Supplemental Forms</b>
<p>All sheets must be uploaded into one PDF file and bookmarked. Naming Standard: plans-date.pdf (i.e plans-06.02.21.pdf)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Complete Sets of Plans</b> -Properly formatted and complying with our <a href="#">Submittal Standards</a></li> <li><input type="checkbox"/> Completed Submittal Checklist</li> <li><input type="checkbox"/> <a href="#">Title Page</a> - Include all required information</li> <li><input type="checkbox"/> <a href="#">Site Plan</a></li> <li><input type="checkbox"/> Civil Drawings/ Grading Plan</li> <li><input type="checkbox"/> Floor Plan</li> <li><input type="checkbox"/> Roof Plan</li> <li><input type="checkbox"/> Exterior Elevations - All 4 sides</li> <li><input type="checkbox"/> Building Sections, wall sections, &amp; applicable details</li> <li><input type="checkbox"/> Architectural and/or Structural Construction Notes and Schedules</li> <li><input type="checkbox"/> Foundation Plan &amp; Footing Details</li> <li><input type="checkbox"/> Floor Framing Plan</li> <li><input type="checkbox"/> Roof Framing Plan</li> <li><input type="checkbox"/> Structural Details</li> <li><input type="checkbox"/> Mechanical Plan or ____ N/A</li> <li><input type="checkbox"/> Plumbing Plan or ____ N/A</li> <li><input type="checkbox"/> Electrical Plan or ____ N/A</li> <li><input type="checkbox"/> Energy Calculations (Title 24) or ____ N/A</li> <li><input type="checkbox"/> Structural Calculations or ____ N/A</li> <li><input type="checkbox"/> Truss Calculations or ____ N/A</li> </ul>	<p>All forms are to be uploaded into one PDF file. Naming Standard: supplemental-date.pdf (i.e supplemental-06.02.21)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> California Green Building Standards – Residential Mandatory Measures</li> <li><input type="checkbox"/> Construction Waste Management Plan</li> </ul> <p>Your project may require some or all of the additional documents listed below.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agent Authorization Form</li> <li><input type="checkbox"/> Special Inspection and Testing Form</li> <li><input type="checkbox"/> Geologists/Soils Report.</li> </ul> <p><b>Additional Information</b></p> <p>1. <b>For projects with multiple structures: Napa County permits each structure separately.</b> 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 <b>each</b> structure separately.</p> <p>2. <b>Plan review fees are due at acceptance of submittal.</b> Additional permit fees, inspection fees, and any additional state and/or county fees are due at issuance.</p>