

OPC: How to View Comment or Approved Letters?

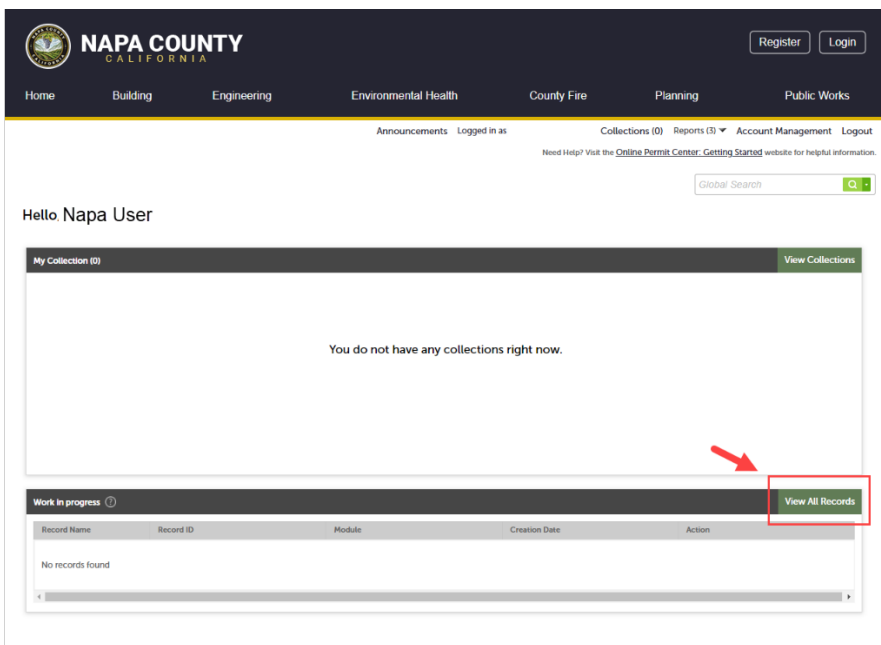
During the permit process, applicants will be directed to view either a comment letter or approved letter within the Online Permit Center. A comment letter is provided when Napa County requires additional clarification or requirements for the application record to be processed/approved. An approved letter is provided when all fees have been paid and application approved.

Here are the following step to access these types of letters:

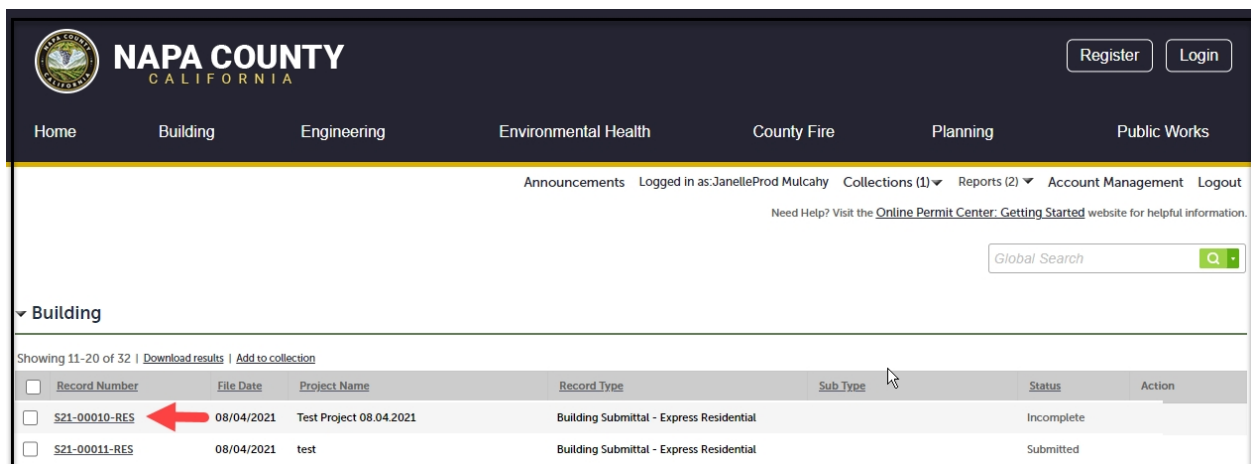
Step 1: Registered applicants log into the Napa County's Online Permit Center:

<https://citizen.countyofnapa.org/citizenaccess/Customization/NAPACO/launchpad.aspx>

Step 2: Once Logged In > View All Records – OR -- Go to Search Records under the department.



Step 2: Click Record Number



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Step 3: From the Record Info Dropdown > Select Attachments.

The screenshot shows the Napa County website interface. At the top, there is a navigation bar with the Napa County logo and the text "NAPA COUNTY CALIFORNIA". To the right of the logo are "Register" and "Login" buttons. Below the navigation bar, there are links for "Home", "Building", "Engineering", "Environmental Health", "County Fire", "Planning", and "Public Works". A secondary navigation bar contains "Announcements", "Logged in as:", "Collections (1)", "Reports (2)", "Account Management", and "Logout". A "Global Search" box is located on the right side. The main content area displays "Record S21-00010-RES: Building Submittal - Express Residential" with a status of "Record Status: Incomplete". A sidebar on the left contains a dropdown menu with options: "Record Info", "Payments", "Record Details", "Processing Status", "Related Records", "Attachments" (highlighted with a red arrow), "Inspections", and "Valuation Calculator".

Step 4: Click on the name to download > view and print.

The screenshot shows the "Attachments" section of the website. It includes a red warning message: "ATTACHMENT REQUIRED TO CONTINUE". Below this, there is a list of instructions for attaching a document and guidelines for document attachment. A table lists the attached documents with columns for Name, Type, Size, Latest Update, Document Status, Action, Record ID, Record Type, Entity Type, and Entity. A red arrow points to the document "Plans-Ver1 - Reviewed - Resubmittal Requested.pdf" in the table. An "Add" button is located at the bottom left of the attachment area.

Name	Type	Size	Latest Update	Document Status	Action	Record ID	Record Type	Entity Type	Entity
plans-Ver1.pdf	Plan Sets	554.12 KB	08/24/2021	Review Complete	Actions		Building Submittal - Express Residential	Record	Building Submittal - Express Residential -
Supp-Ver1.pdf	Supplemental Documents	1.40 MB	08/19/2021	Uploaded	Actions		Building Submittal - Express Residential	Record	Building Submittal - Express Residential -
Plans-Ver1 - Reviewed - Resubmittal Requested.pdf	Plan Sets	886.81 KB	08/25/2021	Resubmitted	Actions		Building Submittal - Express Residential	Record	Building Submittal - Express Residential -

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Step 5: Review the comments section for further information. Blank Sample letter:



A Tradition of Stewardship
A Commitment to Service

Planning Building & Environmental Services

1195 Third Street, 2nd Floor
Napa CA 94558
www.countyofnapa.org
Main: (707) 253-4417

EDR - Unified Letter

Application Number: :

Report Date:
Description:
Address:
Record Type: Building Submittal - Express Residential
Document Filename:

Thank you for submitting a permit application for Napa County's review. This report contains plan review comments for each concerned division in the Planning, Building & Environmental Services Department.

Reviewer Contact Information:

Reviewer Name	Reviewer Email	Reviewer Phone

If you have any questions regarding the comments below, please contact the individual reviewer responsible for the comment. Their contact information can be found above.

General Comments:

Corrections in the following table need to be applied before a permit can be issued

Comment ID	Corrections Needed	Page Ref	Annotation Type	Reviewer : Department	Status	Review Comments
1	No	1				