



THE TITLE PAGE

Your Title Page should include the following items:

All plans submitted for review must have a Title Page providing all the information on this sheet. Submittals without this information will be deemed incomplete.

REQUIRED INFORMATION

- **Parcel Number**
- **Jobsite Address**
- **Property Owner**
- **Architect or Draftsperson Info:** Name, Address, Phone, Email
- **Date/Revision Number**
- **Work Description**
- **Design Codes Used**
- **Square Foot:** Existing & proposed; Conditioned & Unconditioned.
- **Construction Type**
- **Use & Occupancy**
- **Table of Contents/ Page Numbers**
- **Live Loads:** Floor and Roof
- **Fire Hazard Severity Zone**
- **Wind Design Data:** The following wind loads shall be shown, regardless of whether seismic loads govern the design of the lateral-force-resisting system of the building: 1. Basic Wind Speed 2. Wind Importance Factor and Occupancy Category 3. Wind exposure 4. Applicable internal pressure coefficient 5. Components and cladding.
- **Seismic Design Data:** Information regarding seismic zones shall be shown regardless of whether seismic loads govern the design of lateral-force-resisting system of the building.
- **Flood Design Data:** Buildings located in whole or in part in flood hazard areas documentation pertaining to design shall be included.
- **Special Loads:** Special loads that are applicable to the design of the building shall be indicated along with the specified section of the code that addresses this condition.
- **Special Inspections:** For those systems and components requiring special inspection, the requirements for seismic resistance must be included.
- **Code Analysis (Non-residential):** Which includes but not limited to, Separated or Non-Separated Mixed Occupancy design, whether or not the building is Fire Sprinkled; Allowable Floor Area (S.F.); Number of Stories; Occupant Load and Means of Egress Design.
- **Deferred Submittals:** Complete list of items deferred at the time of submission. Any deferral of the required submittal items shall have prior approval of the Building Official.

Use Our Submittal Checklist

You can use one of our checklists to determine the drawings, forms and supplemental information you will need to submit for your project. The checklists can be found on our website www.countyofnapa.org/PBES/BuildDocs/, or pick up a copy in our office.

Construction documents shall be dimensioned and drawn upon suitable material. They shall be of sufficient clarity to indicate location, nature, and extent of work in detail and that it will conform to provisions of the building code. They must show the size, section and relative location of structural members with floor levels, column centers and offsets dimensioned.

