



A Tradition of Stewardship
A Commitment to Service

Things To Know

Before You Begin Construction

California State Law and Napa County Ordinance require permits and inspections on all building, mechanical, plumbing, and electrical work performed on your premises.

POST YOUR PERMIT & ADDRESS

The **Building Permit must be posted on the job site**. Approved Plans must be kept at the job site **at all times** until the project is completed. You must comply with any and all laws and ordinances of Napa County pertaining to construction activity. In rural locations, **the property address must be posted on a sign at the driveway entrance** to your property and at any unmarked forks in the roadway within your property boundary. Lettering on the sign must be a minimum of 3 inches in height, in a contrasting color from the sign background, and clearly visible from the seat of a vehicle in the roadway. The address must not be obstructed from view by vegetation or object.

CHANGES IN WORK

Any deviation from the approved plans must first be approved by the Building Official. You will be required to submit drawings and engineering, if necessary, for all desired revisions along with a Permit Alteration Application to the building office **BEFORE** the changes are made in the field. Depending on the scope of your revision, you may also need approval from other government agencies. These changes may also prevent you from continuing with construction until approval has been granted. The time for approval will vary depending on the current workload and the degree of review necessary for your revision. Be advised that your change could result in a delay of several weeks. Changes that are deemed beyond the scope of work under the original permit will require a new permit be acquired.

PERMIT EXPIRATION

Every permit issued by the Building Official under the provisions of this code shall expire by limitation and become invalid if the work authorized by such permit is not commenced within one year from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days, or if an approved inspection has not been scheduled and performed for a period of 180 days. You may request a permit extension by completing the Permit Extension form or by letter, **prior to your permit expiration**. Address your letter to the Building Official and provide a reason for the extension request. Extensions are granted for a period up to 180 days at the discretion of the Building Official and are subject to an extension fee. No request will be accepted more than 30 days prior to the expiration date.

SCHEDULING INSPECTIONS

It is the duty of the permit holder to request inspection from the Building Official. Furthermore, said person is required to provide access to and means for inspection of such work. (110.5 CBC 2013 ED) Please telephone 707-253-4416 (10) between 8 am and 2 pm to request an inspection for the next available time. The message on the answering machine will advise you which day is available. If you need to confirm your inspection or get an estimated time, please call 707-253-4417 on the morning of your scheduled inspection, between 7:45 AM and 8:30 AM and speak to the inspector scheduled for your area. It is very important that you schedule your inspection according to the **Description and the Inspection Number**, listed on the Inspection Card. Failure to leave the correct information may delay work on your project.

RE-INSPECTIONS

A Re-inspection Fee may be assessed for each re-inspection when such portion of work for which an inspection is called is not complete, or when corrections called for are not made.

FINAL INSPECTION

It is the permit holder's responsibility to ensure that your project has undergone an **approved final inspection by all necessary departments before requesting a final Building Inspection**. The Building Department will not issue a Permit Final until all other required departments have finalized your permit. Please call our office 48 hours after your final inspection to confirm that your permit has been finalized in our records.

INSPECTIONS

No work shall be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the Building Official. Such approval will be given only after inspection is made of each successive step in construction. After receiving your permit, the following inspections must be called for and approved by the inspector before concealing the work requiring inspection:

Foundation Inspection

To be made after trenches are excavated, forms erected, and steel is in place but before concrete is placed. Setbacks from property lines will be checked at this time; however the proper position of the building is the responsibility of the permit-tee. Reinforcing steel or structural framework of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the Building Official.

Concrete Slab or Under-floor Inspection

To be made after all underslab or underfloor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is poured or floor sheathing installed, including the subfloor. Solid, waste, water, and gas piping must be strapped and under test.

Roof Nailing Inspection

To be made when roof sheathing is attached to framing members and before any roofing material is applied.

Rough Plumbing Inspection

To be made when framing is complete and BEFORE any interior covering is in place. All plumbing vents shall be completed and under test. A SEPARATE inspection for the trap and overflow for tub/shower shall be required.

Electrical Inspection

To be made when framing is complete and BEFORE any interior covering or insulation is in place and all rough electrical wiring is completed.

Structural Frame Inspection

To be made after roof sheathing, all framing, fire blocking, and bracing are in place; chimneys, vents, ducts, top-out plumbing and rough wiring are complete, but BEFORE building is insulated. A separate lateral bracing inspection may be required prior to installation of exterior siding or lathing.

Insulation Inspection

To be made before interior lath or gypsum board is applied.

Lath and/or Wallboard

To be made AFTER all lathing and/or wallboard, interior and exterior, or gypsum board is in place but BEFORE plaster, stucco or taping is applied.

Final Inspection

Will not be made until the building is completed, the final grade sloped away from building for drainage and the driveway, approach, septic tank, and planning and zoning requirements have been completed and approved by the respective County departments concerned therewith, but BEFORE the building is occupied. Building must be unlocked or some arrangements made for a key for use by the inspector. An air pressure test on gas piping shall be made with a minimum of 10lbs per square inch showing on air gauge. All electrical fixtures, convenience outlets, switches and plates shall be in place. A completed insulation certificate and CF-6R form must be submitted to the building inspector.