



## NEW RESIDENTIAL SUBMITTAL CHECKLIST

Applications for new residential buildings require the following documents to be complete. Use this checklist as a guide to help you prepare your submittal. Which items you will need depend upon the design of the structure you intend to build. Each project is unique and yours may have submittal requirements in addition to the ones listed here. Check with a member of our staff to confirm exactly which documents you will need.

<input type="checkbox"/> <b>Provide completed and signed "Building Permit Application" form.</b>
<input type="checkbox"/> <b>Plan Requirements:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans shall be drawn to scale (1/4"=1'-0" min. excluding site plans), fully dimensioned and legible at a minimum size of 11" x 17" to a maximum of 24" x 36", depending on the scope of the project.</li> <li><input type="checkbox"/> Drawings submitted for permit shall be intended for construction. "Not for construction", "Permit only", "Preliminary" or similar stamped construction documents will not be approved for issuance.</li> <li><input type="checkbox"/> 3 sets of plans stamped and signed by the preparer.</li> <li><input type="checkbox"/> Provide a clear boxed area on the plans minimum 4" wide x 3" high in the same position on each drawing sheet for the purpose of the County approval stamp.</li> <li><input type="checkbox"/> 2 sets of engineering stamped and signed (if applicable).</li> <li><input type="checkbox"/> Completed and signed Special Inspection Form.</li> </ul>
<input type="checkbox"/> <b>Title Page including Project Identification and Building Design Criteria:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal job Address, Assessor's Parcel Number (APN) and a Page Index.</li> <li><input type="checkbox"/> Names, addresses, phone numbers of building owner, contractor, design professionals and consultants with titles and registration numbers.</li> <li><input type="checkbox"/> Vicinity Map with north arrow.</li> <li><input type="checkbox"/> Written description of "Scope of Work" for the project.</li> <li><input type="checkbox"/> Planning Division "Zoning District".</li> <li><input type="checkbox"/> Specify the structural design criteria for the proposed building.</li> <li><input type="checkbox"/> FEMA Flood zone; Panel number.</li> <li><input type="checkbox"/> Building Occupancy Classifications.</li> <li><input type="checkbox"/> Type of Construction – (Wood-Type V), (Nonrated-B), (Rated)-A.</li> <li><input type="checkbox"/> Square footage per floor of building with identified separate uses.</li> <li><input type="checkbox"/> Itemized building square footage per area (existing dwelling, alteration, addition, garage, porch, patio, etc.) Include gross and net areas.</li> <li><input type="checkbox"/> Fire- Sprinkled or Non-sprinkled.</li> <li><input type="checkbox"/> Wildland-Urban Interface Area: Yes or No.</li> <li><input type="checkbox"/> Building Code Compliance Statement – "These plans comply with the current adopted edition of the California Residential and Building Code Series." (example: 2016 CBC).</li> <li><input type="checkbox"/> Building height.</li> <li><input type="checkbox"/> For additional information, see " Title Page Handout".</li> </ul>

**Site Plan:**

- Drawn to a site specific appropriate scale to show the entire site (note: an additional detailed site plan may be required to communicate the scope of work).
- Utility lines and connection points (water, sewer, electrical, gas, fire hydrants, easements and right-of-ways).
- Any flood-zone, or flood-way definition lines or proximity to water ways.
- Topography/Contours (if applicable) depicting spot elevations at top of curb, proposed finish floor elevations and 1' contours of the property.
- Septic tank, leach field, and wells.
- Roads and access areas (Indicate new and existing if applicable) and provide a north arrow.
- All structures on property w/distance to property lines and between buildings.
- Existing trees (if applicable) with drip lines shown by size, species (note those to be removed).
- For additional information require by other divisions see Site Plan Handout.

**Civil/Grading Plan (if applicable):**

- Site work Title sheet and notes.
- Demolition Plans.
- Grading and Drainage Plans.
- Erosion Control Plans.
- Civil Details.

**Floor Plan:**

- Show complete floor plan with square footage summaries for each level (livable, garage, patios, and total under roof).
- Must have complete dimensions, ceiling heights, and be labeled with proposed uses.
- Location and labeling of all appliances (gas vs. electric, water heater(s), range etc.).
- Door and window type and size, all fixtures, cabinets, and equipment must be shown.
- Location of attic access in hall, or similar readily accessible area.

**Roof Plan:**

- Specify Class "A" roofing as well as the proposed underlayment.
- Dimension all varied roof overhangs.
- Show the building footprint as a dashed line and the outline of the roof including all hips, valleys and ridges as a solid line.
- Location of downspouts, roof penetrations, flashings, crickets.
- Indicate all roof penetrations and flashing.
- Roof slope or pitch.

**Exterior Elevations (if applicable):**

- Provide exterior elevations of all building sides.
- Building height from average grade at building to mid-point of the highest roof.
- Roof and wall construction materials, fireplace height, roof pitch and overhang.
- Provide Wildland-Urban Interface materials if applicable including detailing of exterior wall and/or other required assemblies for manufactured products including any special siding or venting detailing or exceptions taken regarding exterior materials specified.

<input type="checkbox"/> <b>Building Sections, wall sections, and applicable details:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> As required to convey the proposed construction.</li> <li><input type="checkbox"/> Indicate framing and insulation consistent with that specified elsewhere in the plans.</li> <li><input type="checkbox"/> Indicate job specific details referenced to the building and wall sections.</li> </ul>
<input type="checkbox"/> <b>Architectural and/or Structural Construction Notes and Schedules (as applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide general construction notes, door schedules, window schedules, etc.</li> </ul>
<input type="checkbox"/> <b>Foundation Plan (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fully dimensioned foundation plan.</li> <li><input type="checkbox"/> Foundation/structural detail references identified on the foundation plan.</li> <li><input type="checkbox"/> Type and locations of all hold-downs and anchor bolt spacing with applicable schedules or clear notations identifying various bolt spacing conditions.</li> <li><input type="checkbox"/> Post sizes at all columns supporting concentrated loads.</li> <li><input type="checkbox"/> Foundation elevation changes throughout drawings.</li> <li><input type="checkbox"/> Footing size dimensions and depths.</li> <li><input type="checkbox"/> Identify stem wall location and opening for crawl access and HVAC ducts.</li> </ul>
<input type="checkbox"/> <b>Floor Framing Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide span, size, species, and grade of framing joists and girders.</li> <li><input type="checkbox"/> Identify shear wall types and include related schedules.</li> <li><input type="checkbox"/> Identify the finished floor elevation and all floor elevation changes.</li> <li><input type="checkbox"/> Specify framing connection requirements including shear transfer detailing.</li> <li><input type="checkbox"/> Identify location of underfloor access with framing detail.</li> </ul>
<input type="checkbox"/> <b>Roof Framing Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide span distance, size and type, grade of material, engineered material for headers, beams, rafters, joists, trusses and over-framing.</li> <li><input type="checkbox"/> Specify framing detail for heater space in attic and skylights as applicable.</li> <li><input type="checkbox"/> Specify framing, label all framing hardware and provide attic access opening.</li> <li><input type="checkbox"/> Label all framing hardware.</li> <li><input type="checkbox"/> For trusses, provide labeled truss profiles of all truss types, indicate a labeled truss layout with each truss type and spacing.</li> </ul>
<input type="checkbox"/> <b>Structural Details:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shear wall detail information and nailing.</li> <li><input type="checkbox"/> Mechanical attachments required.</li> <li><input type="checkbox"/> Identify load paths, and point load details (if applicable).</li> <li><input type="checkbox"/> Engineering calculations may be required based on building design.</li> </ul>
<input type="checkbox"/> <b>Mechanical Plan (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide HVAC equipment locations and specifications.</li> <li><input type="checkbox"/> When project is 10,000 sq. ft. or more, provide HVAC equipment specifications, duct distribution layout, sizing, type including return/supply/hydronic or other, and applicable insulation ratings (T-24).</li> </ul>

**Plumbing Plan (if applicable):**

\*Items indicated with an \* apply to projects with 10,000 sq. ft. or more in addition to all others noted.

- \*Water, vent and waste line distribution with fixture units, material type, and pipe sizing
- Locations of all required cleanouts.
- Specify the materials to be used for the installation of the gas, water, waste, and vent lines.
- Gas line distribution with fixture units, material type, and sizing (calculate water heater min. 200K BTU's).
- \*Provide the gas line size and length for each section (isometric).
- Provide the location of all fixtures and their BTU count (isometric).
- If line is connected to a propane tank indicate the tank storage capacity.

**Electrical Plan: (if applicable):**

\*Items indicated with an \* apply to projects with 10,000 sq. ft. or more in addition to all others noted.

- \*Electrical load calculations to establish required size of main panel.
- Locate all main and sub panel locations.
- Receptacle and lighting placement.
- \*Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI and AFCI outlets, meter/main and sub-panel locations, etc.
- General notes for a proper electrical installation.
- One line diagram and electrical calculations for all services over 400 amps. Services over 400 amps will require plans, calculations, and one-line diagram to be prepared by an electrical Engineer. Panel load calculations shall be sized based on demand.
- \*Grounding system, conductor, size, and location.
- \*Water and gas line bonding with size.
- Required EVC circuit minimum 40 amps.
- Dedicated circuits, wire size, and type.
- Locations of all energy efficient fixture and types.
- Locate all smoke and CO alarms.

**California Green Building Standards Code (Residential Mandatory Measures):**

- Provide Mandatory Measures Checklist incorporated into the drawings.
- Provide and indicate throughout the construction documents where the mandatory measures are applicable and note compliance with said measures.

**Structural Calculations (if applicable):**

- Provide complete calculations including a reduced plan with grid lines coordinating with the plans indicating all beams, posts, shear walls and connections as required to describe the project completely.
- Identify load paths, and point load details (if applicable).
- Engineering calculations may be required based on building design.

**Engineered Truss calculations (if applicable):**

- Provide complete calculations including a reduced plan with grid lines coordinating with the plans indicating all truss types and layout.

**Geotechnical Report:**

- Provide a Geotechnical report in accordance with the Napa County Building Division Policy "When a Geotechnical Report is required" or request a Report Waiver (form available on the County website).

**T-24 Energy Compliance Documentation:**

- Provide applicable Energy Conservation documents from current Energy Commission approved calculation program.

**Waste Management Plan:**

- Fill out and submit application with minimum 50% diversion to a certified and approved recycle location.

**Special Inspection Form (if applicable):**

- Provide information and signatures on "Special Inspection" form identifying the company providing required special inspections per CBC Chapter 17. Architect/Engineers may perform these inspections on their projects, except for concrete testing over 2500 PSI.

**Automatic residential fire sprinkler system (required):**

- In accordance with Title 15 of the Napa County Code of ordinances, an automatic residential fire sprinkler system shall be installed in one-and two-family dwellings.