Applications for New Commercial Building require the following documents and information to be complete. Required items may vary depending on the project. Check with a member of our staff to confirm exactly which documents are required.

- Provide completed “Commercial Building Permit Application” form and all related documents.
  - Provide construction breakdown of costs including Electrical, Mechanical, Plumbing and General Construction categories on application. Please note that a contract or signed estimate for construction may be required to substantiate indicated construction valuation.

- Plan Check fees due at permit submittal.

- Plan Requirements
  - Plans must be prepared by a Licensed Design Professional.
  - Plans shall be drawn to scale e.g. (1/8”=1'-0" min. excluding site plans), fully dimensioned and legible at a minimum size of 11-in x17-in to a maximum of 24-in x 36-in, depending on the scope of the project.
  - 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.
  - 3 sets of construction documents. Note: Architect, Engineer, or other licensed design professional shall stamp and sign all pages before or at permit issuance.
  - Provide an area on the construction documents a minimum 4" wide x3" high in the same position on each drawing sheet for the purpose of the County approval stamp.
  - 2 sets of engineering. Stamped and signed before or at permit issuance.
  - Digital site plan with the parcel number to be emailed directly to Terri.Abraham@countyofnapa.org.

- Cover Sheet including Project Identification and Building Design Criteria:
  - Legal job Address, Assessor’s Parcel Number (APN) and a Page Index.
  - Names, addresses, phone numbers of building Owner, Contractor, Design Professionals and Consultants with titles and registration numbers.
  - Vicinity Map with North arrow.
  - Written description of “Scope of Work” for the project.
  - Planning Department “Zoning District”. 
  - Specify the structural design criteria for the proposed building.
  - FEMA Flood zone; Panel number.
  - Building Occupancy Classifications in accordance with the 2019 C.B.C. Chapter 5.
  - Allowable Building Heights/Area calculations in accordance with 2019 C.B.C. Chapter 5.
  - Type of Construction in accordance with the 2019 C.B.C. Chapter 6.
  - Square footage per floor of building with identified separate uses.
  - Itemized building square footage per area.
  - Fire- Sprinkled or Non-sprinkled.
  - Wildland-Urban Interface Area: Yes or No.
  - Building Code Compliance Statement – “These plans comply with the 2019 California Building Code Series.”
  - Building height.
  - List the requested deferred submittals (if applicable).
### 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 with distance to property lines and between buildings.
- Existing trees (if applicable) with drip lines shown by size, species (note those to be removed).
- Accessible parking requirements, path-of-trails to all buildings and to public way.
- For additional information require by other departments 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 area on each level.
- Complete dimensions, ceiling heights, and all proposed use identification is required.
- Location and labeling of all equipment (gas vs. electric, water heater(s), etc.).
- Door and window type and size, all fixtures, cabinets, and equipment must be shown.
- Location of attic access, roof access, or similar readily accessible area.
- Provide Accessible features with clearances and details.
- Provide complete exiting plans including occupant loads, Exit Access, Exit, and Exit Discharge. Include Common Path of Travel and Exit Access Travel Distances.

### 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, ridges or otherwise as a solid line.
- Location of downspouts, roof drain and overflow locations with identified discharge.
- Indicate all roof penetrations, crickets and flashing.
- Roof slope or pitch.

### Exterior Elevations:
- 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, roof pitch and overhang.
- Provide Wildland-Urban Interface materials as 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.
Building Sections, wall sections, and applicable details:
- As required to convey the proposed construction.
- Indicate framing and insulation consistent with that specified elsewhere in the drawings.
- Indicate job specific details referenced to the building and wall sections.
- Provide Accessible details and cross-sections of doors and landings.

Architectural and/or Structural Construction Notes and Schedules (as applicable)
- Provide general construction notes, door schedules, window schedules, etc.
- Provide exit analysis calculations including clearance widths, occupancy door assignment, and existing widths to the public way.

Foundation Plan:
- Fully dimensioned foundation plan.
- Foundation/Structural detail references identified on the foundation plan.
- Type and locations of all hold-downs and anchor bolt spacing with applicable schedules or clear notations identifying various bolt spacing conditions.
- Post and Column sizes at all supporting concentrated loads.
- Foundation elevation changes throughout drawings.
- Footing size dimensions and depths.
- Identify stem wall location and reinforcing schedule/detail.
- Provide location and slab design for emergency generator and/or propane tanks with securing details.

Floor Framing Plan:
- Provide span, size, species, and grade of framing joists and girders.
- Identify shear wall types and include related schedules.
- Identify the finished floor elevation and all floor elevation changes.
- Specify framing connection requirements including shear transfer detailing.
- Identify all shafts and openings.

Roof Framing Plan:
- Provide span distance, size, type, grade of material, engineered material for headers, beams, rafters, joists, trusses and over-framing.
- Specify framing detail for heater space in attic and skylights as applicable.
- Specify framing, label all framing hardware and provide attic access opening.
- Label all framing hardware.
- For trusses, provide labeled truss profiles of all truss types; indicate a labeled truss layout with each truss type and spacing. This is required even if truss engineering is deferred.

Structural Details:
- Shear wall detail information and nailing.
- Mechanical attachments required.
- Identify load paths, and point load details.
- Engineering calculations may be required based on building design.
**Mechanical Plan**
- Provide HVAC equipment specifications and schedules rated in BTUs/hours.
- Indicate equipment locations, sizes and materials, provide legend for symbols.
- Locations of air dampers, fire dampers, and smoke-fire dampers.
- Locations of combustion-products-type smoke detectors.
- Fire resistive separation details.
- Corridor construction details, show openings and penetrations.
- HVAC plan, show all units and duct sizes.
- Roof plan showing equipment locations as applicable, distances from exhaust or make-up air to buildings and to property lines.
- Cut sheets on hoods, exhaust fans, make-up air units, and equipment under hoods.
- Calculations on all hoods.
- Include all return/supply/hydronic or other ducting and equipment, and applicable insulation ratings (T-24).
- Identify location of required access and working clearances for mechanical units.

**Plumbing Plan**
- Plumbing fixture schedule.
- Material list for all types of piping used.
- Water, vent, and waste line distribution with fixture units, material type, and pipe sizing prepared as a one-line diagram.
- Provide sizing calculations for all types of pipe utilized.
- 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:**
- Electrical load calculations to establish required size of main panel.
- Receptacle and lighting placement.
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCl, meter/main and sub-panel locations, clear working spaces, etc.
- General notes for a proper electrical installation.
- One line diagram including main switch board and electrical calculations for all 400 amp services or larger. 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.
- Electrical room layout Identifying all panels and/or equipment and show working clearances.
- Dedicated circuits, wire size, and type.
- Locations of all energy efficient fixture and types.
- Manufacturer cut-sheets on equipment for approved use and required ampacity.
- Exit signage and emergency light locations.
- Letter from P.G.&E. for available fault current at main service as required.
<table>
<thead>
<tr>
<th>☐ California Green Building Standards Code (Mandatory Measures)</th>
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<tbody>
<tr>
<td>☐ Provide mandatory measures checklists incorporated into the drawings.</td>
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<tr>
<td>☐ Provide and indicate throughout the construction documents where the mandatory measures are applicable and note compliance with said measures.</td>
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<th>☐ Structural Calculations</th>
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<td>☐ 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.</td>
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<td>☐ Identify load paths, and point load details.</td>
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<th>☐ Engineered Truss calculations</th>
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<tr>
<td>☐ Provide a stamp of approval or letter of acceptance with no exceptions prepared by the design professional for approval of truss calculation conformance with the intent of the project.</td>
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<th>☐ Geotechnical Report</th>
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<td>☐ Provide a Geotechnical report in accordance with the Napa County Building Division Policy “When a Geotechnical Report is required”.</td>
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<tr>
<td>☐ Provide a Geotechnical Plan review letter prepared by the Geotechnical Engineer that the construction documents incorporate and have met the intent of the Geotechnical recommendation enumerated in the report.</td>
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<tr>
<td>☐ Provide a letter for hire between the Owner and the Geotechnical Engineers as required for site operations if identified in the report.</td>
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<tr>
<th>☐ T-24 Energy Compliance Documentation</th>
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<tr>
<td>☐ Provide applicable Energy Conservation documents from current Energy Commission approved calculation program.</td>
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<th>☐ Special Inspection Form</th>
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<tr>
<td>☐ 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.</td>
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<th>☐ Construction Waste Management Plan (application available on our website)</th>
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<tr>
<td>☐ Fill out and submit application with minimum 50% diversion to a certified and approved recycle location.</td>
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<th>☐ Automatic fire sprinkler system (if required)</th>
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<td>☐ Buildings required to have an Automatic Fire Sprinkler System must comply with CBC 2019, Chapter 9, CFC Chapter 9, and NFPA 13 requirements base on occupancy and size of building.</td>
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