

**NAPA COUNTY DEPARTMENT OF
PLANNING, BUILDING AND ENVIRONMENTAL SERVICES**

ASTS PLAN SUBMITTAL CHECKLIST

- Three sets of drawings (Unless prior arrangement has been made to submit one draft set)

- Three sets of design calculations (Unless prior arrangement has been made to submit one draft set)

- Property information on plans:
 1. Name
 2. Address
 3. Assessor's parcel number

- Designer's information on plans:
 1. Name
 2. Address
 3. Phone number
 4. Engineer or REHS stamp with wet signature on each page of the drawings
And on the cover of the design calculations.

- Site evaluation on file or included w/design packet

- Plans correct size (24" X 36" folded)

- Plan check fee paid

Plans received by: _____ Date: _____