



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

David Morrison
Director

**INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL APPLICATION TO
CONSTRUCT AND OPERATE AN ALTERNATIVE SEWAGE TREATMENT
SYSTEM AND RECORD REQUEST AND UPDATE FORM.**

1. Type in the property owner's names, site address, mailing address, and Assessor's Parcel Number on the Supplemental Application.
2. Complete the Record Request and Update Form.
3. All legal owners must sign and date both documents and have the signatures notarized with an all purpose acknowledgement.
4. Both documents must be submitted to this department prior to a clearance of the building permit associated with the alternative sewage treatment system and/or issuance of a sewage permit.