County *of* Napa
Building Division

COMMERCIAL ALTERATION AND/OR ADDITION PERMIT SUBMITTAL CHECKLIST

A Tradition of Stewardship
A Commitment to Service

Applications for Commercial Alterations and/or Additions 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 and signed "Building Permit Application" form.**

☐ **Plan Requirements**

- ☐ Plans must be prepared by a Licensed Design Professional.
- ☐ Plans shall be drawn to scale e.g. (1/4"=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 plans stamped and signed.
- ☐ Provide a clear boxed area on the plans 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 (if applicable).

☐ **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.
- ☐ Tenant Occupancy Classification and Neighboring Tenant Classifications.
- ☐ Type of Construction – (Wood-Type V), (Nonrated-B), (Rated-A).
- ☐ Square footage per floor of building with identified separate uses (new and existing).
- ☐ 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 2016 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 w/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.

☐ **Occupancy calculations and Egress Plan(s):**

- ☐ Show complete existing and new floor plan with square footages/occupant loads for egress and plumbing fixtures for each area, use and occupancy type.
- ☐ Provide drawings and calculations showing the maximum allowed diagonal distances for exits, maximum allowable path-of-egress travel, required number of exits, and required exit widths based on the occupancy calculations.

☐ **Floor Plan:**

- ☐ Show complete floor plan with square footage summaries for area on each level.
- ☐ Must have complete dimensions, ceiling heights, and be labeled with proposed uses.
- ☐ 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.

☐ **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:**

- ☐ 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.

☐ **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 plans.
- ☐ 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, door occupancy assignments, 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 Colum 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.
- ☐ Provide Accessible features with clearances and details.

☐ **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, duct distribution layout, sizing, type including return/supply/hydronic or other, and applicable insulation ratings (T-24).
- ☐ Identify location of required access and working clearances for mechanical units.

☐ **Plumbing Plan**

- ☐ 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:**

- ☐ Electrical load calculations to establish required size of main panel.
- ☐ Receptacle and lighting placement.
- ☐ Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI, meter/main and sub-panel locations, clear working spaces, etc.
- ☐ General notes for a proper electrical installation.
- ☐ One line diagram 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.
- ☐ EVC circuits.
- ☐ Dedicated circuits, wire size, and type.
- ☐ Locations of all energy efficient fixture and types.
- ☐ Manufacture cut-sheets on equipment for approved use and required ampacity.
- ☐ Exit signage and emergency light locations.

☐ **California Green Building Standards Code (Encouraged)**

- ☐ Provide checklists of any encouraged items incorporated into the drawings.
- ☐ Provide and indicate throughout the construction documents where the measures are applicable and note said measures**.**

☐ **Structural Calculations**

- ☐ 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.
- ☐ Engineering calculations may be required based on building design.

☐ **Engineered Truss calculations**

- ☐ 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.
☐ **Special Inspection Form** ☐ 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.
☐ **Waste Management Plan** ☐ Fill out and submit application with minimum 50% diversion to a certified and approved recycle location.
Automatic fire sprinkler system (if required) ☐ Buildings required to have an Automatic Fire Sprinkler System must comply with CBC Chapter 9, CFC Chapter 9, and NFPA 13 requirements base on occupancy and size of building.