



## COMMERCIAL ALTERATION AND/OR ADDITION PERMIT SUBMITTAL CHECKLIST

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.

<input type="checkbox"/> <b>Provide completed and signed "Building Permit Application" form.</b>
<input type="checkbox"/> <b>Plan Check fees are due at permit submittal.</b>
<input type="checkbox"/> <b>Plan Requirements</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans must be prepared by a Licensed Design Professional.</li> <li><input type="checkbox"/> 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.</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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 2 sets of engineering stamped and signed (if applicable).</li> </ul>
<input type="checkbox"/> <b>Cover Sheet 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 Department "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"/> Tenant Occupancy Classification and Neighboring Tenant 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 (new and existing).</li> <li><input type="checkbox"/> Itemized building square footage per area.</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 2019 California Building Code Series."</li> <li><input type="checkbox"/> Building height.</li> <li><input type="checkbox"/> List the requested deferred submittals (if applicable).</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).
- 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.

<input type="checkbox"/> <b>Exterior Elevations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide exterior elevations of all building sides.</li> <li><input type="checkbox"/> Building height from average grade at building to mid-point of the highest roof.</li> <li><input type="checkbox"/> Roof and wall construction materials, roof pitch and overhang.</li> </ul>
<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> <li><input type="checkbox"/> Provide Accessible details and cross-sections of doors and landings.</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> <li><input type="checkbox"/> Provide exit analysis calculations including clearance widths, door occupancy assignments, existing widths to the public way.</li> </ul>
<input type="checkbox"/> <b>Foundation Plan:</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 and Colum sizes at all 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 reinforcing schedule/detail.</li> <li><input type="checkbox"/> Provide location and slab design for emergency generator and/or propane tanks with securing details.</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 all shafts and openings.</li> <li><input type="checkbox"/> Provide Accessible features with clearances and details.</li> </ul>
<input type="checkbox"/> <b>Roof Framing Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide span distance, size, 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. This is required even if truss engineering is deferred.</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.</li> <li><input type="checkbox"/> Engineering calculations may be required based on building design.</li> </ul>

**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.

<input type="checkbox"/> <b>Geotechnical Report</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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).</li> </ul>
<input type="checkbox"/> <b>T-24 Energy Compliance Documentation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide applicable Energy Conservation documents from current Energy Commission approved calculation program.</li> </ul>
<input type="checkbox"/> <b>Special Inspection Form</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> </ul>
<input type="checkbox"/> <b>Waste Management Plan</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fill out and submit application with minimum 50% diversion to a certified and approved recycle location.</li> </ul>
<b>Automatic fire sprinkler system (if required)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> </ul>