



# COMMERCIAL ADDITION/ALTERATION SUBMITTAL CHECKLIST

Items you will need to submit:

- An active citizen portal account on the [Online Permit Center](#)
- Your plan set should be condensed into one PDF file with all the pages [bookmarked](#). Supplemental documents can be uploaded individually. Submittal documents must meet the requirements of the 2022 California Codes (CEC, CRC, CBC, CFC)

Please initiate a submittal application in the [Online Permit Center](#) and select the following scope of work descriptions from the drop down.

- Submittal Applications – Building
  - Building Submittal – Commercial
  - Building Submittal – Residential

Enter your project information and attach the following items. Be sure to select the documents type as identified below. All attachments must comply with [Napa County Electronic Submittal Requirements](#). Please also see the [Commercial Plan Set Guidelines](#) for additional information.

## PLAN SET

- Complete PDF file for building plans, with each page **bookmarked** stamped and signed (electronic signatures accepted), including:
  - [Title page](#)
  - [Site plan](#)
  - Architectural – floor plan, roof plan, exterior elevations, building sections, wall sections, and applicable details
  - Structural – foundation plan and footing details, floor framing plans, attachment details, roof framing plans, and structural details
  - Civil drawings/Grading plans
  - Plumbing plan
  - Mechanical plan
  - Electrical plan
  - Energy compliance
  - Cal Green worksheet

## SUPPLEMENTAL DOCUMENTS

- Structural calculations, if applicable
- Truss calculations, if applicable
- Truss acceptance letter from engineer of record, if applicable
- [Geotechnical report](#), if applicable
- Title 24 energy calculations
- Completed and signed [Special Inspection Form](#), if applicable
- Completed [Construction Waste Management Plan](#)
- Completed [Agent Authorization Form](#), if applicable

For projects with multiple structures: Napa County permits each structure separately. You may put more than one structure on your plan set, but if you do, be aware that all the permitted structures must be issued at the same time. Please fill out an application for each structure separately and upload to submittal.

Once your submittal has been deemed complete and processed you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable County departments and the plan review period will not begin until payment has been received.