



A Tradition of Stewardship
A Commitment to Service

RESIDENTIAL ALTERATION & ADDITION SUBMITTAL CHECKLIST

Applications for residential alteration & 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. If at any point during construction, the scope of the approved work changes, all modifications shall be submitted to the County for approval prior to performing work which deviates from that approved. For smaller projects such as kitchen or bathroom remodels, please refer to PBES Handouts for Residential Kitchen Alteration Requirements and Residential Bath Alteration Requirements.

<input type="checkbox"/> Provide completed and signed "Building Permit Application" form.
<input type="checkbox"/> Plan Requirements: <ul style="list-style-type: none"><input type="checkbox"/> Plans shall be drawn to scale (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.<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.<input type="checkbox"/> 3 sets of plans stamped and signed.<input type="checkbox"/> Provide a clear area on the plans minimum 4" wide x 3" high in the same position on each drawing sheet for the purpose of the County approval stamp.<input type="checkbox"/> 2 sets of engineering stamped and signed (if applicable).
<input type="checkbox"/> Title Page including Project Identification and Building Design Criteria: <ul style="list-style-type: none"><input type="checkbox"/> Legal job Address, Assessor's Parcel Number (APN) and a Sheet Index.<input type="checkbox"/> Provide dates of original and subsequent construction of building.<input type="checkbox"/> Names, addresses, phone numbers of building owner, contractor, design professionals and consultants with titles and registration numbers.<input type="checkbox"/> Vicinity Map with north arrow.<input type="checkbox"/> Written description of "Scope of Work" for the project.<input type="checkbox"/> Planning Division "Zoning District".<input type="checkbox"/> FEMA Flood zone; Panel number.<input type="checkbox"/> Building Occupancy Classifications.<input type="checkbox"/> Type of Construction – (Wood-Type V), (Nonrated-B), (Rated-A).<input type="checkbox"/> Square footage per floor of building with identified separate uses.<input type="checkbox"/> Itemized building square footage per area (existing dwelling, alteration, addition, garage, porch, patio). Include gross and net areas.<input type="checkbox"/> Fire- Sprinkled or Non-sprinkled.<input type="checkbox"/> Wildland-Urban Interface Area: Yes or No.<input type="checkbox"/> Building Code Compliance Statement – "These plans comply with the current adopted edition of the California Residential and Building Code Series." (An example is the 2016 CBC.)<input type="checkbox"/> Specify the structural design criteria for the proposed building.<input type="checkbox"/> Building height.<input type="checkbox"/> For additional information, see "Title Page Handout".

<input type="checkbox"/> Site Plan: <ul style="list-style-type: none"> <input type="checkbox"/> 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). <input type="checkbox"/> Utility lines and connection points (water, sewer, electrical, gas, fire hydrants, easements and right-of-ways). <input type="checkbox"/> Any flood-zone, or flood-way definition lines or proximity to water ways. <input type="checkbox"/> Topography/Contours (if applicable) depicting spot elevations at top of curb, existing and proposed finish floor elevations and 1' contours of the property. <input type="checkbox"/> Septic tank, leach field, and wells. <input type="checkbox"/> Roads and access areas (indicate new and existing) and provide a north arrow. <input type="checkbox"/> All structures on property w/distance to property line and between buildings. <input type="checkbox"/> Existing trees (if applicable) with drip lines shown by size, species (note those to be removed). <input type="checkbox"/> For additional information required by other divisions see Site Plan Handout.
<input type="checkbox"/> Civil/Grading Plan (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Site work Title sheet and notes. <input type="checkbox"/> Demolition Plans. <input type="checkbox"/> Grading and Drainage Plans. <input type="checkbox"/> Erosion Control Plans. <input type="checkbox"/> Civil Details.
<input type="checkbox"/> Floor Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Show entire legal existing floorplan and all proposed work with square footage summaries for each level (livable, garage, patios, and total under roof). <input type="checkbox"/> Must have dimensions, ceiling heights, and be labeled with existing and proposed uses. <input type="checkbox"/> Location and labeling of all appliances, existing and proposed (gas vs. electric, water heater(s), range etc.). <input type="checkbox"/> Door and window type and size, all fixtures, cabinets, and equipment must be shown. <input type="checkbox"/> Electrical, mechanical, and plumbing items may be shown on this plan if legible. <input type="checkbox"/> Location of attic access in hall, or similar readily accessible area.
<input type="checkbox"/> Roof Plan (if applicable)-must include existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Specify Class "A" roofing as well as the proposed underlayment. <input type="checkbox"/> Dimension all varied roof overhangs. <input type="checkbox"/> Show the building footprint as a dashed line and the outline of the roof including all hips valleys and ridges as a solid line. <input type="checkbox"/> Location of downspouts, roof penetrations, flashings, crickets. <input type="checkbox"/> Indicate all roof penetrations and flashing. <input type="checkbox"/> Roof slope or pitch. <input type="checkbox"/> Differentiate the existing roof and building from the proposed addition or roof alteration.
<input type="checkbox"/> Exterior Elevations (if applicable)-must include existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> All exterior building elevations. <input type="checkbox"/> Building height from average grade at building to mid-point of the highest roof. <input type="checkbox"/> Roof and wall construction materials, fireplace height, roof pitch and overhang. <input type="checkbox"/> Provide Wildland-Urban Interface materials if applicable including detailing of exterior wall and/or other required assemblies for manufactured products including any special siding or venting detailing or exceptions taken regarding exterior materials specified.

<input type="checkbox"/> Building Sections, wall section, and applicable details -must include existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> As required to convey all proposed construction. <input type="checkbox"/> Indicate framing and insulation consistent with that specified elsewhere in the plans. <input type="checkbox"/> Indicate job specific details referenced to the building and wall sections including flashing details.
<input type="checkbox"/> Architectural and/or Structural Construction Notes and Schedules (as applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Provide general construction notes, door schedules, window schedule, etc.
<input type="checkbox"/> Foundation Plan (if applicable) -must include information of existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Fully dimensioned foundation plan. <input type="checkbox"/> Foundation/Structural detail references identified on the foundation plan. <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. <input type="checkbox"/> Post sizes at all columns supporting concentrated loads. <input type="checkbox"/> Foundation elevation changes throughout drawings. <input type="checkbox"/> Footing size dimensions and depths. <input type="checkbox"/> Identify stem wall location and opening for crawl access and HVAC ducts.
<input type="checkbox"/> Floor Framing Plan (if applicable) -must include information of existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Provide span, size, species, and grade of framing joists and girders. <input type="checkbox"/> Identify shear wall types and include related schedules. <input type="checkbox"/> Identify the finished floor elevation all floor elevation changes. <input type="checkbox"/> Specify framing connection requirements including shear transfer detailing. <input type="checkbox"/> Identify location of underfloor access with framing detail.
<input type="checkbox"/> Roof Framing Plan (if applicable) - must include information for existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Provide span distance, size, type, grade of material, engineered material for headers, beams, rafters, joists, trusses and over-framing. <input type="checkbox"/> Specify framing detail for heater space in attic and skylights as applicable. <input type="checkbox"/> Specify framing, label all framing hardware and provide attic access opening. <input type="checkbox"/> For trusses, provide labeled truss profiles of all truss types, indicate a labeled truss layout with each truss type and spacing.
<input type="checkbox"/> Structural Details (if applicable) -must include information for existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Shear wall and foundation bolting detailing and nailing schedules. <input type="checkbox"/> Mechanical attachments required. <input type="checkbox"/> Identify load paths, and point load details (if applicable). <input type="checkbox"/> Engineering calculations may be required based on building design.
<input type="checkbox"/> Mechanical Plan (if applicable) -must include information for existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Provide HVAC equipment location and specifications.
<input type="checkbox"/> Plumbing Plan (if applicable) -must include information for existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Specify the materials to be used for the installation of the gas, water, waste, and vent lines. <input type="checkbox"/> Gas line distribution with fixture units, material type, and provide isometric plan demonstrating gas line pipe size, BTU's and length of pipe. <input type="checkbox"/> If line is connected to a propane tank, indicate the tank storage capacity.

<input type="checkbox"/> Electrical Plan: (if applicable)- must include information for existing and proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Provide location of main and sub-panels. <input type="checkbox"/> Receptacle and lighting placement with labeling for GFCI and AFCI outlets. <input type="checkbox"/> Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI and AFCI outlets, meter/main and sub-panel locations, etc. <input type="checkbox"/> General notes for a proper electrical installation. <input type="checkbox"/> One line diagram and electrical calculations for all services over 400 amps. 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. <input type="checkbox"/> Dedicated circuits, wire size, and type. <input type="checkbox"/> Locations of all energy efficient fixtures and types. <input type="checkbox"/> Location of all inter-connected smoke and CO detectors.
<input type="checkbox"/> California Green Building Standards Code (Residential Mandatory Measures): <ul style="list-style-type: none"> <input type="checkbox"/> Provide 2016 Mandatory Measures Checklist incorporated into the drawings. <input type="checkbox"/> Provide and indicate throughout the construction documents where the mandatory measures are applicable and note compliance with said measures. <input type="checkbox"/> See CALGreen 2016 Mandatory Measures checklist located at www.countyofnapa.org/PBES.
<input type="checkbox"/> Structural Calculations (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Identify load paths, and point load details (if applicable). <input type="checkbox"/> Engineering calculations may be required based on building design.
<input type="checkbox"/> Engineered Truss calculations (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Provide complete calculations including a reduced plan with grid lines coordinating with the plans indicating all truss types and layout.
<input type="checkbox"/> Geotechnical Report (if applicable): <ul style="list-style-type: none"> <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).
<input type="checkbox"/> T-24 Energy Compliance Documentation: <ul style="list-style-type: none"> <input type="checkbox"/> Provide applicable Energy Conservation documents from current Energy Commission approved calculation program. Alterations or additions less than 300 sq. ft.-no forms required. Mandatory measures shall be implemented as part of project.
<input type="checkbox"/> Waste Management Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Fill out and submit application with minimum 50% diversion to a certified and approved recycle location.
<input type="checkbox"/> Special Inspection Form (if applicable): <ul style="list-style-type: none"> <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 over 2500 PSI.

Automatic residential fire sprinkler system:

- In accordance w/Title 15-Napa County Code of ordinances, existing buildings not provided w/an automatic residential sprinkler system shall be required to retrofit the entire building if an addition/expansion increases the current sq. footage by 50% or greater.