County *of* Napa
Building Division

RESIDENTIAL ALTERATION & ADDITION SUBMITTALS

Checklist for Residential Alterations & Additions

A Tradition of Stewardship
A Commitment to Service

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.

Project Submittal Requirements

☐ **Provide completed and signed "Building Permit Application" form.**

☐ **Plan Requirements:**

- ☐ 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.
- ☐ 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 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.
- ☐ 2 sets of engineering stamped and signed (if applicable).
- ☐ Prepare a requested deferred submittal form (if applicable).

☐ **Title Page including Project Identification and Building Design Criteria:**

- ☐ Legal job Address, Assessor's Parcel Number (APN) and a Sheet Index.
- ☐ Provide dates of original and subsequent construction of building.
- ☐ 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 Division "Zoning District".
- ☐ FEMA Flood zone; Panel number.
- ☐ Building Occupancy Classifications.
- ☐ Type of Construction – (Wood-Type V), (Nonrated-B), (Rated-A).
- ☐ Square footage per floor of building with identified separate uses.
- ☐ Itemized building square footage per area (existing dwelling, alteration, addition, garage, porch, patio).
- ☐ Fire- Sprinkled or Non-sprinkled.
- ☐ Wildland-Urban Interface Area: Yes or No.
- ☐ Building Code Compliance Statement – "These plans comply with the 2013 California Residential and Building Code Series."
- ☐ Specify the structural design criteria for the proposed building.
- ☐ Building height.
- ☐ List the requested deferred submittals (if applicable).
- ☐ For additional information, see Title Page Handout.

☐ **Site Plan-**Construction Documents must include:

- ☐ 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, existing and proposed finish floor elevations and 1' contours of the property.
- ☐ Septic tank, leach field, and wells.
- ☐ Roads and access areas (indicate new and existing) and provide a north arrow.
- ☐ All structures on property w/distance to property line and between buildings.
- ☐ Existing trees (if applicable) with drip lines shown by size, species (note those to be removed).
- ☐ For additional information required by other divisions 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.

☐ **Floor Plan:**

- ☐ Show entire legal existing floorplan and all proposed work with square footage summaries for each level (livable, garage, patios, and total under roof).
- ☐ Must have dimensions, ceiling heights, and be labeled with existing and proposed uses.
- ☐ Location and labeling of all appliances, existing and proposed (gas vs. electric, water heater(s), range etc.).
- ☐ Door and window type and size, all fixtures, cabinets, and equipment must be shown.
- ☐ Electrical, mechanical, and plumbing items may be shown on this plan if legible.
- ☐ Location of attic access in hall, or similar readily accessible area.

☐ **Roof Plan (if applicable)**-must include existing and proposed:

- ☐ 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.
- ☐ Differentiate the existing roof and building from the proposed addition or roof alteration.

☐ **Exterior Elevations (if applicable)**-must include existing and proposed:

- ☐ All exterior building elevations.
- ☐ Building height from average grade at building to mid-point of the highest roof.
- ☐ Roof and wall construction materials, fireplace height, roof pitch and overhang.
- ☐ 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.

- ☐ **Building Sections, wall section, and applicable details-**must include existing and proposed:
  - ☐ As required to convey all 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 including flashing details.

- ☐ **Architectural and/or Structural Construction Notes and Schedules (as applicable):**
  - ☐ Provide general construction notes, door schedules, window schedule, etc.

- ☐ **Foundation Plan (if applicable)**-must include information of existing and proposed:
  - ☐ 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 sizes at all columns supporting concentrated loads.
  - ☐ Foundation elevation changes throughout drawings.
  - ☐ Footing size dimensions and depths.
  - ☐ Identify stem wall location and opening for crawl access and HVAC ducts.

- ☐ **Floor Framing Plan (if applicable)-**must include information of existing and proposed:
  - ☐ Provide span, size, species, and grade of framing joists and girders.
  - ☐ Identify shear wall types and include related schedules.
  - ☐ Identify the finished floor elevation all floor elevation changes.
  - ☐ Specify framing connection requirements including shear transfer detailing.
  - ☐ Identify location of underfloor access with framing detail.

- ☐ **Roof Framing Plan (if applicable)-** must include information for existing and proposed:
  - ☐ 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.
  - ☐ 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 (if applicable**)-must include information for existing and proposed:
  - ☐ Shear wall and foundation bolting detailing and nailing schedules.
  - ☐ Mechanical attachments required.
  - ☐ Identify load paths, and point load details (if applicable).
  - ☐ Engineering calculations may be required based on building design.

- ☐ **Mechanical Plan (if applicable)-**must include information for existing and proposed:
  - ☐ Provide HVAC equipment specifications, duct distribution layout, sizing, type including return/supply/hydronic or other, and applicable insulation ratings (T-24).

☐ **Plumbing Plan (if applicable)-** must include information for existing and proposed:

- ☐ 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: (if applicable)-**must include information for existing and proposed:

- ☐ Electrical load calculation to establish required size of main panel.
- ☐ Receptacle and lighting placement.
- ☐ Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI and AFCI outlets, meter/main and sub-panel locations, 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.
- ☐ Required EVC circuit minimum 40 amp.
- ☐ Dedicated circuits, wire size, and type.
- ☐ Locations of all energy efficient fixtures and types.
- ☐ Location of all inter-connected smoke and CO detectors.

☐ **California Green Building Standards Code (Residential Mandatory Measures):**

- ☐ Provide mandatory measures checklists incorporated into the drawings.
- ☐ Provide and indicate throughout the construction documents where the mandatory measures are applicable and note compliance with said measures.

☐ **Structural Calculations (if applicable):**

- ☐ 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 (if applicable).
- ☐ Engineering calculations may be required based on building design.

☐ **Engineered Truss calculations (if applicable):**

- ☐ Provide complete calculations including a reduced plan with grid lines coordinating with the plans indicating all truss types and layout. Note: these may be a deferred submittal and will need to be listed on the title sheet as deferred.

☐ **Geotechnical Report (if applicable):**

- ☐ 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 (if applicable):** ☐ 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 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.