



A Tradition of Stewardship  
A Commitment to Service

# Quick Permit Information

*Getting to Know Napa County's Accelerated Permit Process*

## WHAT QUALIFIES

### Types of ACCESSORY STRUCTURES:

Ag Building-Single Story  
(Ag use only)

Carport

Deck

Garage (no other use)  
Gate/Fence

Gazebo

Patio Cover

Pool House (no plumbing)

Porch

Pump House

Res. Storage Bldg

Retaining Wall

Flat to Pitched Roof\*  
(\*for truss roof only)

Solar System

Structural Slab

Trellis

Demolition

### Types of COMMERCIAL PROPERTY:

Demolition

## WHY

The County of Napa offers **Quick Permits**, an accelerated means of completing certain permitting requests. Not all permit types qualify. At left is a list of qualifying activities. Note: Even if your project is on the list, if it is unusually complicated, it may not qualify as a quick permit. Each department will make its own evaluation.

## WHEN

Once a complete submittal has been received, you should receive comments within 7-10 business days. We'll call you when your permit is ready to pick up. Remember, missing information will significantly delay your permit.

## FEES

Each department charges fees depending on the scope of your project. When you submit your application, you will pay a portion of these fees up front. The balance of your fees are due when you pick up the permit. In addition, you may be required to pay fees to other local agencies. You will be told whom to contact if outside fees are required.

## HOW IT WORKS

If your project qualifies as a quick permit (see list at left) use the submittal checklists to help prepare your submission. The submittal checklists are available in the Building Forms and Documents page on our website. Check with our staff to confirm what documents you will need before making your submittal.

Several departments may have jurisdiction over your project. To help simplify the process, we will route your plans to the appropriate departments. **It's very important to provide all the necessary information at submittal.** If additional information is needed, or modifications to your plans are required, it will take much longer to receive your permit.

## DEMOLITIONS

All demolitions qualify as quick permits. They also qualify as a same day permits if submitted 8 a.m. - 10 a.m., Monday-Thursday. You can find the Demolition Permit Application and the Demolition Permit Submittal Checklist on our website at [www.countyofnapa.org/PBES/Development/Documents/](http://www.countyofnapa.org/PBES/Development/Documents/).



Check with our staff to confirm submittal requirements for your project.

**In an effort to decrease processing time and better serve all of our customers, Incomplete Submittals Will No Longer be Accepted for ANY Permit.**

**We accept applications from 8:00 a.m.-12:00 p.m. and from 1:00 p.m.-4:00 p.m., Monday through Friday, except holidays. Please arrive early to allow time for submittal review. Submittal review may take as long as 45 minutes, depending on the number of divisions that need to review your plans prior to acceptance.**