A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY GRAND JURY
2023-2024

May 1, 2024

FINAL REPORT

Napa County Building Department:
The Good, the Bad, and the Confusing

SUMMARY

Application for a building permit in Napa County begins a process that is often lengthy and unmanageable. The 2023-24 Napa County Grand Jury investigated the process for seeking and obtaining approval on building projects and the causes of protracted delays. The issuance of permits rests with Napa County Planning, Building & Environmental Services (PBES). The building division has primary control over the issuance of permits.

After a thorough review of common delays to the building permit process, the Jury has uncovered three primary reasons contributing to processing delays:

- Understaffing of plans examiners, specifically examiners trained in the fire safety code
- Breach of special event protocol
- Complexity and inefficiency of the permit application

All plan submittals must adhere to county, state, and federal fire safety codes and without the full approval from the Fire Marshal's office, plans cannot be approved. Currently there is only one employee to conduct those reviews, resulting in a frequent backlog.

A second and potentially more troubling reason for delays in processing is due to special event permitting protocols not being followed. When an entity in Napa County desires to hold a special event of more than two hundred attendees, they must apply for a temporary event license permit. Per Napa County policy, the application must be submitted at least 60 days in advance. The policy provides that if the permit application is submitted in fewer than 60 days, but greater than 50 days from the event the department may impose late fees. More importantly, if the application is submitted fewer than 50 days in advance of the event, the policy requires denial of the permit.

Contrary to this policy, an annual golf tournament has routinely violated the specified permitting timing without consequence. Other plan submittals, already in process, are deferred while the last minute necessary approvals for the golf tournament are completed. Interviewees the Jury spoke with believe the exception to the policy is supported up the chain of command, due to the importance and positive economic impact of the tournament.

The starting point for permit applications is itself a notable challenge. The Napa County building website (https://www.countyofnapa.org/1842/Building-Permit-Proces) recommends following the steps outlined in a five-page building matrix. The complexity and inefficiency of the matrix leaves even seasoned professionals confused.

The Jury's investigation ultimately led to nine recommendations addressing staffing, adherence to policies, and simplification of the application process.

BACKGROUND

Napa homeowners actively engage in improving their own property. The recent rapid growth in Napa County has created a substantial demand for new construction. Additionally, a series of natural disasters has created an urgent need to rebuild.

Growth demands services and the people to perform them. An already limited hiring pool has been further stressed by Covid19 work restrictions along with increased retirements.

Napa's PBES is composed of several divisions that oversee all aspects of construction in the unincorporated areas of the county. It issues permits and ensures adherence to local and state regulations.
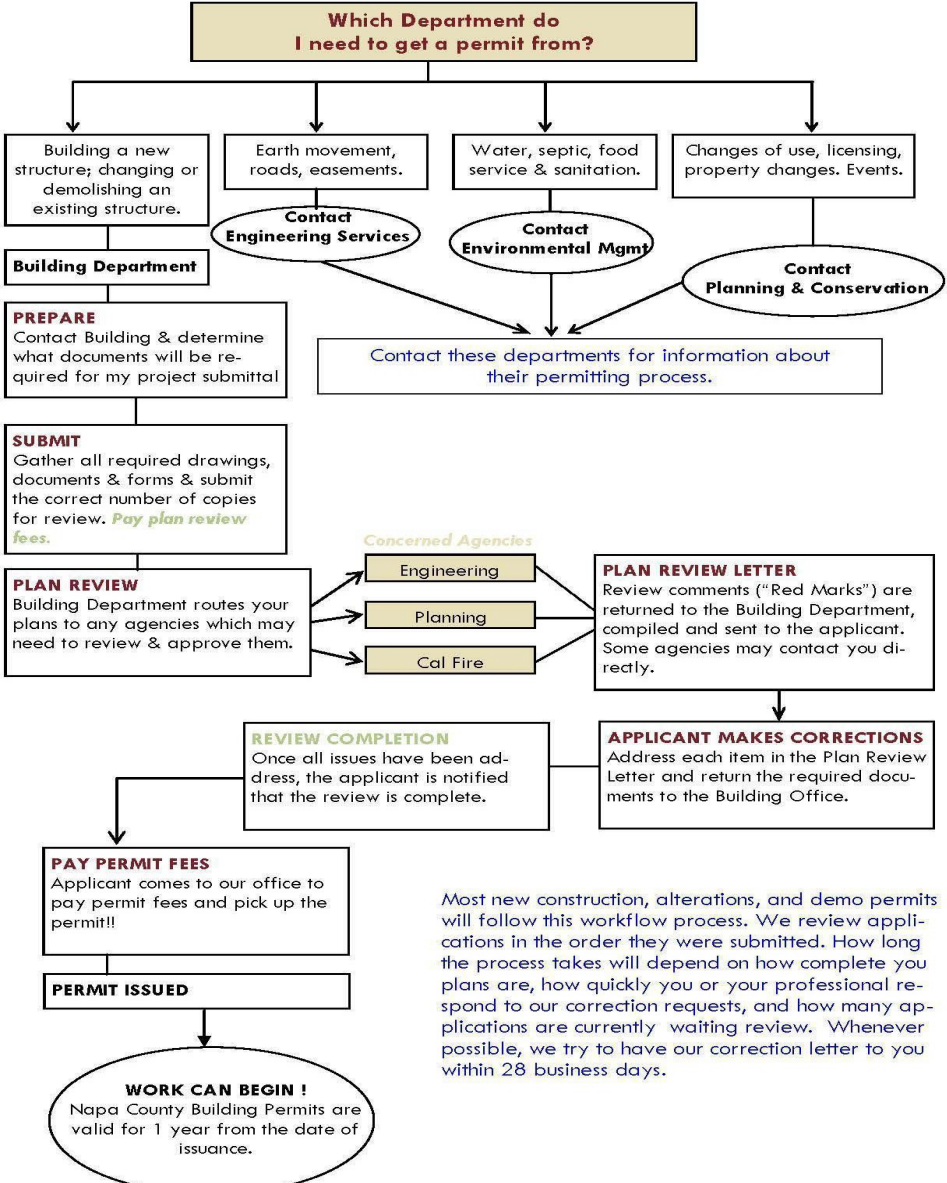
Many building projects, large and small, require a permit. Obtaining the necessary permit can be simple and quick; for example, a water heater change or a re-roof. More often it can be a complex, multi-step procedure requiring the participation of licensed professionals and multiple divisions of PBES.

To begin an online building application an applicant must first determine what documentation and which permits will be required for the project. PBES provides a building permit matrix for guidance: https://www.countyofnapa.org/1842/Building-Permit-Process. Following is a picture of page 1 of the matrix. A picture speaks a thousand words:

What type project are you applying for?	What type of plans will you need? (see Submittal Checklist for complete document requirements)					Which Submittal Checklist will you need to submit with your application? Please note the first page of the Submittal Checklist must be completed and included in your submittal package.	What timeline until you receive first round plan check comment: Express (3-5 days), Quick (7-10 days), or Standard (28 Days)	Which Departments Will Be Reviewing Your Project? Please see note (f)	Questions to help you identify the type of review your permit will be considered: Please note all projects are subject to reclassification upon review of the submittal depending on scope and other issues that may require a lengthier plan review.
	Plans "Drawings" (Single Combined PDF File with bookmarks)				Supporting Documents For Example: Cal Green, Waste Management, Manufactures Specifications Other				
	Site Plan	Architectural Structural Civil Plans	Energy Forms	Structural Calculations					
Agriculture Buildings:	X	X	Yes-If conditioned	if applicable – dependent on design (a)	Cal Green Waste Management Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: <600 sq. ft. single story, no more than 15' height, not first structure on property Quick: >600 sq. ft. no other use other than Ag Commercial = Standard	Building Plan Check Environmental Heath Engineering Planning Fire	1. Is there a dwelling on the property? Y=Residential N=Commercial 2. Is there any other use besides Ag use (i.e. studio, exercise room, conditioned space, recreation room, etc.)? Y= Std N= Express or Quick 3. Is the building more than one story? Y= Quick or Std N= Express 4. Is the building less than 600 sq. ft.? Y=Express N=Quick or Std
Accessory Buildings (mechanical, pump house, storage shed, garage, pool house, etc.):	X	X	Yes-If conditioned	if applicable – dependent on design(a)	Cal Green Waste Management Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: <600 sq. ft. single story, no more than 15' height, not first structure on property Quick: >600 sq. ft. Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. Is the building more than one story? Y= Quick or Std N= Express 3. Is the building less than 600 sq. ft.? Y=Express N=Quick
Carports:	X	X	N/A Commercial may need forms	if applicable – dependent on design (a)	Geotechnical Report (g) Agent Authorization (c)	Residential Addition-Alteration Checklist or Commercial Additions-Alteration Checklist	Express: Less than 600 square feet Quick: >600 sq. ft. Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. Is the structure less than 600 sq. ft.? Y=Express N=Quick
Commercial - Alteration	X	X	X	if applicable – dependent on design (a)	Waste Management Geotechnical Report (g) Special Inspection depending on design Agent Authorization (c)	Commercial Addition-Alteration Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	
Commercial Building - New	X	X	X	if applicable – dependent on design (a)	Cal Green Waste Management Geotechnical Report (g) Special Inspection depending on design Agent Authorization (c)	New Commercial Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	
Decks:	X	X	N/A	if applicable – dependent on design (a)	Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express:<600 sq. ft. single story, no more than 15' height Quick: >600 sq. ft. or multi-story Commercial = Standard	Building Plan Check Environmental Heath Engineering Planning	1. Is there a dwelling on the property? Y=Res N=Com 2. Is the deck more than one story not more than 15'in height? Y= Quick N= Express 3. Is the building less than 600 sq. ft.? Y=Express N=Quick

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The five-page Matrix (attached in the Appendix) is complicated and confusing to anyone who may want to apply for a building permit. Because of its complexity, many applicants have to hire expensive professionals to manage the process.

The website's flow chart (https://www.countyofnapa.org/DocumentCenter/View/3478/Flow-Chart-of-Permit-Process-PDF) is also confusing.

Which Department do I need to get a permit from?

Building a new structure; changing or demolishing an existing structure.

Earth movement, roads, easements.

Water, septic, food service & sanitation.

Changes of use, licensing, property changes. Events.

Contact Engineering Services

Contact Environmental Mgmt

Contact Planning & Conservation

Building Department

Contact these departments for information about their permitting process.

PREPARE
Contact Building & determine what documents will be required for my project submittal

SUBMIT
Gather all required drawings, documents & forms & submit the correct number of copies for review. *Pay plan review fees.*

PLAN REVIEW
Building Department routes your plans to any agencies which may need to review & approve them.

Concerned Agencies

Engineering

Planning

Cal Fire

PLAN REVIEW LETTER
Review comments ("Red Marks") are returned to the Building Department, compiled and sent to the applicant. Some agencies may contact you directly.

REVIEW COMPLETION
Once all issues have been address, the applicant is notified that the review is complete.

APPLICANT MAKES CORRECTIONS
Address each item in the Plan Review Letter and return the required documents to the Building Office.

PAY PERMIT FEES
Applicant comes to our office to pay permit fees and pick up the permit!!

PERMIT ISSUED

WORK CAN BEGIN !
Napa County Building Permits are valid for 1 year from the date of issuance.

Most new construction, alterations, and demo permits will follow this workflow process. We review applications in the order they were submitted. How long the process takes will depend on how complete you plans are, how quickly you or your professional respond to our correction requests, and how many applications are currently waiting review. Whenever possible, we try to have our correction letter to you within 28 business days.

2013.10.28

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Although in-person assistance is still available at the counter, permit application submission is now 100% online and digital. Applications are completed using an intuitive tool that guides the process. A helpful getting-started tutorial and a step-by-step guide have been provided simplifying the submission process and creating a continuous information flow among the participating divisions. Using the online tool, the applicant can select details of the progress, learning of any issues delaying the process, and guiding them through the next steps. This tool has been a significant improvement to the process. To improve things further the PBES plans to include "how to" videos in the future.

The speed an application moves through the process depends on multiple factors. More complex projects typically require cross-divisional approval and depend on staff availability in each division.

After the application has been submitted, accompanied by the required documentation, it undergoes review by multiple examiners in different divisions who check for compliance. Unlike the other work hubs which are located within PBES, the Fire Plans Examiner works separately as a member of the County Fire Marshal's Office.

Once the permit has been obtained and the project has begun, county officials are required to visit the property to inspect the workmanship. An approved inspection is required for a project to move from one stage to the next. A simple project might only require a single visit at completion for final approval. A more complex project will have multiple inspection checkpoints, each requiring the visit of an inspector. When every aspect of each stage has been inspected and approved, the project will be "signed off" as complete.

PBES is also responsible for the permitting of local events. Festivals, concerts, fairs, and tournaments require special permits. The sponsors of those events typically require temporary structures, food, and parking. Each of those elements may require specific approvals to comply with health, safety, and zoning regulations. Supervision and approval by the County are critical to ensure a safe environment for attendees. There have been issues regarding adherence to the permitting protocol.

METHODOLOGY

The Jury interviewed:

Napa County Departmental Directors
Napa County Project Managers
Napa Valley Self Employed General Building Contractor
Napa Valley Homeowner
Napa County Departmental Supervisors
Napa County Fire Marshal's Office Staff
Napa County PBES Staff

Napa County Special Projects Staff

Information reviewed includes:

https://www.countyofnapa.org/589/Planning-Building-Environmental-Services
https://www.countyofnapa.org/1842/Building-Permit-Process
https://www.countyofnapa.org/2116/Board-of-Supervisors
https://www.countyofnapa.org/3492/Building-Division
https://www.countyofnapa.org/DocumentCenter/View/20702/Matrix---Permit-Requirements-by-
    Project-Type---qualifiers?bidId=
https://www.countyofnapa.org/DocumentCenter/View/3349/Temporary-Events-License-
Application-Packet-PDF

DISCUSSION

Fire Marshal Plans Examiner

The Napa County Fire Marshal's office is responsible for reviewing and approving all new building permit applications for property improvements, remodeling, additions, and new build construction to ensure compliance with the fire building safety codes. Thus, most permits will not be granted without Fire Marshall approval.

Prior to the hiring of the current plans examiner, there was a six-month vacancy driven by the difficulty in hiring a qualified individual trained in fire safety codes. The Jury learned that the department is attempting to hire a second plans examiner. If PBES is unable to hire a second plans examiner, then staff vacancy will continue whenever the sole examiner currently on staff is absent for any extended time. These staffing shortages are causing extended building plan approval times.

Temporary Event License Permits/Temporary Event License

When an entity in Napa County desires to hold a special event of more than two hundred attendees, it must apply for a temporary event license permit from PBES. The application package includes a checklist that spells out what is expected from each applicant, along with a temporary event manual. These documents can be obtained through the Napa County website.

Per Napa County policy, the application must be submitted at least 60 days in advance. If the application is submitted in fewer than 60 days but greater than 50 days from the event, PBES may impose late fees. If the application is submitted less than 50 days in advance, the policy requires denial of the permit. There is an annual golf tournament that has routinely violated these policies. Interviewees reported that the permits were approved despite the policy violation because they were instructed to do so by directive.

The building department and planning departments were pressured to stop their work to accommodate last-minute submittals. Multiple county interviewees stated that these directives have been a pattern for the past three years and are on-going. The Jury was informed by several of the interviewees that this failure to follow protocol interferes with their workload and negatively impacts the applicants who adhere to the rules.

In 2023 the non-compliance of the protocol peaked when Napa County did not receive the required fees until after the tournament concluded. Nonetheless, the golf tournament was allowed to proceed without the final permit being issued.

2021 Golf Tournament

Event Date	September 16-19, 2021
Application and Fees Submittal	August 16, 2021
Event Permit Issue Date	September 14, 2021
Submittal Date & Policy Requirements	20 Days after the deadline.

2022 Golf Tournament

Event Date	September 15-18, 2022
Application and Fees Submittal	August 29, 2022
Event Permit Issue Date	September 14, 2022
Submittal Date & Policy Requirements	33 Days after the deadline.

2023 Golf Tournament

Event Date	September 14-17, 2023
Application and Fees Submittal	August 7, 2023
Event Permit Issue Date	October 4, 2023
Submittal Date & Policy Requirements	Permit was issued after event concluded

Napa County Building Matrix

The purpose of the matrix is to provide a standardized system for including building code-related data on a set of drawings that are submitted for building permit applications. The building matrix outlines the specific requirements needed to be met for each project type to submit a complete application for review to be approved.

It is a complex five-page document, dated June 13, 2023, that was originally intended to be an internal staff reference guide, not a guide for public use. The document is confusing to the homeowner who desires to obtain a permit without hiring a professional to assist them.

The matrix is live on the Napa County website for residents and contractors to review. The matrix is intimidating and frustrating, often leading to misunderstanding. This can result in

delays due to missing information or not meeting the matrix requirements, potentially ending with a denial of the application.

Customer Satisfaction & Complaints

PBES is currently without a process for customers to provide feedback, either in person or on the website. Important guidance that might pinpoint areas of improvement and provide insight into a consumer's service perception is not obtained.

Additionally, PBES does not survey customers post-project completion, nor do they retain records of complaints. There is no formal feedback mechanism to measure customer level of satisfaction or to raise awareness for process and performance improvement.

Building Field Inspections

Once a building permit is issued, required inspections can be scheduled. Interviewees reported inconsistencies in inspector feedback on the same project. In one example, the approval of a sink installation by one inspector was later rejected by a second inspector. This inconsistency raises costs and takes additional time. Often, building code interpretations differ from one inspector to another. While inspectors are typically assigned to specific coverage areas, these areas change periodically which can lead to alignment issues between inspectors.

Electronic technology is currently underutilized by the building department. There is only one iPad for six inspectors. While laptops can be used, they require Wi-Fi which is not consistently available in Napa County. The lack of real time information like notes from prior inspections further contributes to inspector alignment issues and approval timing.

Office Environment

The three divisions of PBES are located at the same address on the same floor. A visit by the Jury revealed that those diligent, resolute employees are tightly configured into an exceedingly small working space. Despite this difficult environment, the staff has a very collegial and cooperative working attitude. Under exceedingly difficult conditions, they continue to get the job done.

FINDINGS

F1. The Jury found that Napa County has only one full-time Fire Plans Examiner. *After this report was written, the Jury learned that the department had hired a second Fire Plans Examiner.*

F2. The Jury found that all Napa County building permits must be approved by the Fire Plans Examiner.

F3. The Jury found that as a result of staff shortages, projects throughout the county are delayed and customers are in a holding pattern pending approvals for extended periods of time.

F4. The Jury found that an annual golf tournament held in Napa County has consistently been allowed to not comply with the permit application rules.

F5. The Jury found the Napa County permit matrix to be a complex five-page document that is confusing to the average applicant.

F6. The Jury found that PBES is currently without a formal process for customers to provide feedback, either in person or on the website.

F7. The Jury found that PBES does not assign specific field inspectors for entire projects leading to potential conflicting opinions about required corrective actions.

COMMENDATIONS

The Jury commends the continuing efforts of the PBES team implementing the online digital platform.

The Jury commends the PBES's dedicated staff who perform despite the challenges of staff shortages and cramped office environment.

RECOMMENDATIONS

R1. By December 31, 2024, the Jury recommends that a qualified fire code plans examiner be hired to ensure the department has adequate coverage to meet the demands of the building permit submissions. *After this report was written, the Jury learned that the department had hired a second Fire Plans Examiner.*

R2. The Jury recommends that PBES immediately cross-train a staff member to cover the work volume during staffing shortages or vacancies. The department should not allow a position to remain vacant for any extended length of time.

R3. The Jury recommends that PBES immediately require compliance with the 60 (50) day rule for all applicants of temporary events license permits.

R4. By December 31, 2024, the Jury recommends that PBES initiate a comprehensive review of existing policies and procedures regarding temporary events license permits to ensure future compliance and accountability.

R5. By December 31, 2024, the Jury recommends that PBES modify the existing internal matrix into a format understandable by applicants.

R6. By September 30, 2024, the Jury recommends that PBES develop a customer feedback option, in person and online, as part of the application process. PBES should retain these records for potential performance improvement and evaluation purposes.

R7. The Jury recommends that, whenever possible PBES send the same inspector to conduct follow-up inspections.

R8. The Jury recommends that PBES immediately establish a protocol for resolving conflicting code interpretations by different inspectors on the same project.

R.9 By December 31, 2024, the Jury recommends that PBES provide mobile compatible electronic devices for each field inspector capable of reviewing plans and prior inspection notes.

REQUEST FOR RESPONSES

Napa County Board of Supervisors – R2, R3, R4, R5, R6, R7, R8, and R9

INVITED RESPONSES

Director, Napa County Department of Planning, Building, and Environmental Services - R2, R3, R4, R5, R6, R7, R8, and R9

Chief Building Official, Napa County – R2, R3, R4, R5, R6, R7, R8, and R9 Napa

County Fire Marshall – R2

APPENDIX

The complete five-page building permit matrix from
https://www.countyofnapa.org/1842/Building-Permit-Process.

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What type project are you applying for?	What type of plans will you need? (see Submittal Checklist for complete document requirements)					Which Submittal Checklist will you need to submit with your application? Please note the first page of the Submittal Checklist must be completed and included in your submittal package.	What timeline until you receive first round plan check comment: Express (3-5 days), Quick (7-10 days), or Standard (28 Days)	Which Departments Will Be Reviewing Your Project? Please see note (f)	Questions to help you identify the type of review your permit will be considered: Please note all projects are subject to reclassification upon review of the submittal depending on scope and other issues that may require a lengthier plan review.
	Plans "Drawings" (Single Combined PDF File with bookmarks)				Supporting Documents For Example: Cal Green, Waste Management, Manufactures Specifications Other				
	Site Plan	Architectural Structural Civil Plans	Energy Forms	Structural Calculations					
Agriculture Buildings:	X	X	Yes-If conditioned	if applicable – dependent on design (a)	Cal Green Waste Management Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: <600 sq. ft. single story, no more than 15' height, not first structure on property Quick: >600 sq. ft. no other use other than Ag Commercial = Standard	Building Plan Check Environmental Heath Engineering Planning Fire	1. Is there a dwelling on the property? Y=Residential N=Commercial 2. Is there any other use besides Ag use (i.e. studio, exercise room, conditioned space, recreation room, etc.)? Y= Std N= Express or Quick 3. Is the building more than one story? Y= Quick or Std N= Express 4. Is the building less than 600 sq. ft.? Y=Express N=Quick or Std
Accessory Buildings (mechanical, pump house, storage shed, garage, pool house, etc.):	X	X	Yes-If conditioned	if applicable – dependent on design(a)	Cal Green Waste Management Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: <600 sq. ft. single story, no more than 15' height, not first structure on property Quick: >600 sq. ft. Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. Is the building more than one story? Y= Quick or Std N= Express 3. Is the building less than 600 sq. ft.? Y=Express N=Quick
Carports:	X	X	N/A Commercial may need forms	if applicable – dependent on design (a)	Geotechnical Report (g) Agent Authorization (c)	Residential Addition-Alteration Checklist or Commercial Additions-Alteration Checklist	Express: Less than 600 square feet Quick: >600 sq. ft. Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. Is the structure less than 600 sq. ft.? Y=Express N=Quick
Commercial - Alteration	X	X	X	if applicable – dependent on design (a)	Waste Management Geotechnical Report (g) Special Inspection depending on design Agent Authorization (c)	Commercial Addition-Alteration Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	
Commercial Building - New	X	X	X	if applicable – dependent on design (a)	Cal Green Waste Management Geotechnical Report (g) Special Inspection depending on design Agent Authorization (c)	New Commercial Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	
Decks:	X	X	N/A	if applicable – dependent on design (a)	Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express:<600 sq. ft. single story, no more than 15' height Quick: >600 sq. ft. or multi-story Commercial = Standard	Building Plan Check Environmental Heath Engineering Planning	1. Is there a dwelling on the property? Y=Res N=Com 2. Is the deck more than one story not more than 15'in height? Y= Quick N= Express 3. Is the building less than 600 sq. ft.? Y=Express N=Quick

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What type project are you applying for?	What type of plans will you need? (see Submittal Checklist for complete document requirements)					Which Submittal Checklist will you need to submit with your application? Please note the first page of the Submittal Checklist must be completed and included in your submittal package.	What timeline until you receive first round plan check comment: Express (3-5 days), Quick (7-10 days), or Standard (28 Days)	Which Departments Will Be Reviewing Your Project? Please see note (f)	Questions to help you identify the type of review your permit will be considered: Please note all projects are subject to reclassification upon review of the submittal depending on scope and other issues that may require a lengthier plan review.
	Plans "Drawings" (Single Combined PDF File with bookmarks)				Supporting Documents For Example: Cal Green, Waste Management, Manufactures Specifications Other				
	Site Plan	Architectural Structural Civil Plans	Energy Forms	Structural Calculations					
Demo Permits	X	N/A	N/A	N/A	Waste Management J-Number from BAAQ PG&E Release Form Agent Authorization (c)	Demo Checklist	Express	Building Plan Check Environmental Health Engineering Planning Fire	
Detached Outdoor Kitchens: Less than 600 square feet in floor area and open on 3 sides.	X	X	N/A Commercial may need forms	if applicable – dependent on design	Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: <600 sq ft and open on 3 sides Quick: >600 sq ft or enclosed Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. What is the square footage of the outdoor kitchen? >600 = Express <600= Quick 3. Is this open on 3 sides? Yes = Express No= Quick
Electric Vehicle (EV) Charging Stations: Type 1 and Type 2.	X	X	EV forms are required.	N/A	Manufacturer's product specifications/ product literature. Agent Authorization (c)	Solar/Energy Storage/Vehicle Charging Submittal Checklist	Residential = Express Commercial = Standard	Building Plan Check Commercial would include Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y-Res N=Com
Electrical Service Upgrades and New Service Panels:	N/A	N/A	N/A-UNLESS Commercial, then required.	N/A	Load calculations for residential services larger than 600 amp for or any 3-phase service or all commercial Agent Authorization (c)		Express Quick: services over 600 AMP	Building (use workflow status No Other Review)	1. Is there a dwelling on the property? Y-Res N=Com 2. Is the service more than 600 AMP? Y=Express N=Quick
Energy Storage Systems (Battery Back ups)	X	X	N/A	N/A	Manufacturer's product specifications/ product literature. Agent Authorization (c)	Solar/Energy Storage/Vehicle Charging Submittal Checklist			1.
Entry Gates and Fences: Only Those not requiring special fence permits.	X	X (e)	N/A	If applicable – dependent on design and any gates over 6' tall	Agent Authorization (c)	Entry Gate Checklist	Residential = Express Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	2. Is there a dwelling on the property? Y=Res = Express N=Com = Std
Generator	X	X	N/A	Yes-Project specific anchorage calculations as	Manufacturer's product specifications/ product literature Agent Authorization (c)	Generator Checklist	Express	Building Plan Check Environmental Health Engineering Planning	

What type project are you applying for?	Plans "Drawings" (Single Combined PDF File with bookmarks)				Supporting Documents (For Example: Cal Green, Waste Management, Manufactures Specifications, Other)	Which Submittal Checklist will you need to submit with your application? (first page of Submittal Checklist must be completed and included in your submittal package)	What timeline until you receive first round plan check comment: Express (3-5 days), Quick (7-10 days), or Standard (28 Days)	Which Departments Will Be Reviewing Your Project? Please see note (f)	Questions to help you identify the type of review your permit will be considered: Please note all projects are subject to reclassification upon review of the submittal depending on scope and other issues that may require a lengthier plan review.
	Site Plan	Architectural Structural Civil Plans	Energy Forms	Structural Calculations					
				determined by scope.				Fire	
Manufactured Home on Permanent Foundation	X	X	N/A	For Permanent Foundations	Cal Green, Waste Management, Geotechnical Report (g), Agent Authorization (c)	Manufactured Home Checklist	Quick	Building Plan Check Environmental Health Engineering Planning Fire	
Mechanical, HVAC Change outs, Water heater replacements.	N/A	N/A	N/A	X	Agent Authorization (c)		Online Permit	Issued all online	
Metal Storage Containers	X	X	Yes- If conditioned.	if applicable – dependent on design	Submittal Checklist, Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Residential = Express Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com
Pre-manufactured Greenhouses:	X	X	Yes- if conditioned.	if applicable – dependent on design (b)	Cal Green, Waste Management, Geotechnical Report (d), Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: Less than 600 square feet; Quick: >600 sq. ft.; Commercial = Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. Is the structure less than 600 sq. ft.? Y=Express N=Quick
Propane Tanks:	X	N/A	N/A	N/A	Agent Authorization (c)	Propane tank checklist	Express	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com
Re-roofs with no structural changes (for roofs with structural changes see Dwelling Alterations)	N/A	N/A	N/A	N/A	Agent Authorization (c)		Online Permit; Commercial = Quick permit and must be taken in thru submittal process	Issued all online; Commercial re-roofs require Planning approval	1. Is there a dwelling on the property? Y=Res = Express N=Com = Std (cannot be pulled online and will require submittal process)
Residential Addition	X	X	X	if applicable – dependent on design (a)	Cal Green, Waste Management, Geotechnical Report (g), Agent Authorization (c)	Residential Alteration and Addition Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	

What type project are you applying for?	Plans "Drawings" (Single Combined PDF File with bookmarks)				Supporting Documents (For Example: Cal Green, Waste Management, Manufactures Specifications, Other)	Which Submittal Checklist will you need to submit with your application? (first page of Submittal Checklist must be completed and included in your submittal package)	What timeline until you receive first round plan check comment: Express (3-5 days), Quick (7-10 days), or Standard (28 Days)	Which Departments Will Be Reviewing Your Project? Please see note (f)	Questions to help you identify the type of review your permit will be considered: Please note all projects are subject to reclassification upon review of the submittal depending on scope and other issues that may require a lengthier plan review.
	Site Plan	Architectural Structural Civil Plans	Energy Forms	Structural Calculations					
Residential Interior Alterations:	See note (d)	X	Yes	N/A	Cal Green, Waste Management, Special Inspection dependent on the design, Agent Authorization (c)	Residential Alteration/ Addition Checklist	Express: Does not affect any of the exterior or interior load bearing walls and does not affect 50% or more of the entire space; Quick or Standard: Depending on size of scope will be determined at intake	Building Plan Check	1. Does this affect any of the exterior or interior load bearing walls? Yes = Quick or Std No=Express 2. Does this renovation affect 50% or more of the entire space? Yes = Quick or Std No = Express
Residential New Dwelling	X	X	X	if applicable – dependent on design(a)	Cal Green, Waste Management, Geotechnical Report (g), Special Inspection depending on the design, Agent Authorization (c)	New Residential Checklist	Standard	Building Plan Check Environmental Health Engineering Planning Fire	
Residential Outdoor Fireplaces and Fire Pits: Freestanding only.	X	X	N/A	if applicable – dependent on design(a)	Cut sheets on the appliances, Agent Authorization (c)	New Residential Checklist	Express	Building Plan Check EH Engineering Planning	
Retaining Walls	X	X	N/A	if applicable – dependent on design (a)	Geotechnical Report (g), Special Inspection depending on the design, Agent Authorization (c)	Retaining wall Checklist	Quick: Residential retaining walls that do not support a road, structure, or part of a cave portal; Standard: Commercial or does not meet above criteria	Building Plan Check Environmental Health Engineering Planning	1. Is there a dwelling on the property? Y=Res N=Com 2. Does the wall support a road, structure, or part of a cave portal? Yes = Quick No = Express
Siding repair and replacement.	N/A	Floor plan showing location of work	N/A	Project specific	Agent Authorization (c)		Over the counter – Techs approve	Building (use workflow status No Other Review)	
Solar Systems:	X	X	N/A	if applicable – dependent on design; N/A for Roof mounted. Required for ground mounted	Geotechnical Report (g) for ground mount may be required based on site conditions, Agent Authorization (c)	Solar/Energy Storage/Vehicle Charging Submittal Checklist	Residential: Express; Commercial: Standard	Roof Mount: Building Plan Check Fire; Ground Mount: Building Plan Check Environmental Health Engineering Planning, Fire	1. Is there a dwelling on the property? Y=Res N=Com

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What type project are you applying for?	What type of plans will you need? (see Submittal Checklist for complete document requirements)					Which Submittal Checklist will you need to submit with your application? Please note the first page of the Submittal Checklist must be completed and included in your submittal package.	What timeline until you receive first round plan check comment: Express (3-5 days), Quick (7-10 days), or Standard (28 Days)	Which Departments Will Be Reviewing Your Project? Please see note (f)	Questions to help you identify the type of review your permit will be considered: Please note all projects are subject to reclassification upon review of the submittal depending on scope and other issues that may require a lengthier plan review.
	Plans "Drawings" (Single Combined PDF File with bookmarks)				Supporting Documents				
	Site Plan	Architectural Structural Civil Plans	Energy Forms	Structural Calculations	For Example: Cal Green, Waste Management, Manufactures Specifications Other				
Swimming Pools:	X	X	N/A	N/A - when already approved with Master plan, otherwise Yes	Geotechnical Report (g) Swimming Pool Safety Project Specific-Special Inspection forms. Agent Authorization (c)	Swimming Pool Checklist	Express: Approved Master Plan on File Quick: Residential Commercial: Standard	Building Plan Check Environmental Health Engineering Planning Fire*	1. Is there a dwelling on the property? Y=Res N=Com 2. Do you have a master plan on file? Yes = Express No = Quick
Trellis, Gazebos, and Patio Covers:	X	X	N/A Commercial may need forms	if applicable – dependent on design(a)	Geotechnical Report (g) Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Express: Less than 600 sq. ft. Quick: >600 sq. ft. Commercial: Standard	Building Plan Check Environmental Health Engineering Planning Fire	1. Is there a dwelling on the property? Y=Res N=Com 2. What is the square footage? >600 = Express <600= Quick
Water Tanks:	X	X	N/A	N/A - is already approved with Master plan Otherwise Yes	Geotechnical Report (g) Project Specific-Special Inspection forms Agent Authorization (c)	New Residential Checklist Or New Commercial Checklist	Residential: Express Commercial: Standard	Building Plan Check EH Engineering Planning Fire *	1. Is there a dwelling on the property? Y=Res N=Com 2. Do you have a master plan on file? Yes = Express No = Quick or Standard 3. What is the size of the water tank? less than 10,000 gallons? = Express 10,001 – 50,000 gallons = Quick <50,000 = Standard
Window and Door Replacement: with no structural alterations.	See note (d)	Floor plan detailing rooms and location of windows	Yes	Yes	Window Replacement Form Window Schedule Agent Authorization (c)	Window Replacement Checklist	Express – Techs approve	Building (use workflow status No Other Review)	

Notes

(a) - Yes-Unless the project meets the convention construction requirements as indicated in the CBC and/or CRC.
(b) - Yes-Manufacturer's unit calculations are required as well as foundation engineering and calculations.
(c) - Anyone applying for a permit other than the owner or contractor
(d) - If projects is on the main dwelling no site plan is needed
(e) - Structural detailing is required
(f) - Additional routings are subject to additional reviews if you are in special districts such as Napa Sanitation, Airport, American Canyon Water, etc
(g) - Please see Napa County Geotechnical Report Policy for requirements and exceptions

*-If utilized for fire suppression