



# Town of Yountville

Building Department Informational Handout

## Building Permit Submittal Requirements

Revised 07/23/2025

The following items, as applicable, are required to be submitted and approved prior to issuance of a building permit.

### Notes

- Upload a to-scale set of plans with your application (Please make it 11x14 with scale reference)
- All plans must be drawn to scale using architectural drafting techniques and symbols and with sufficient clarity, detailing and notations to describe the proposed construction. For alteration or addition projects, elements shown on the plans should be designated as new (N) or existing (E) or revision (R).
- Callouts and plan notations are required to indicate the work and identify items and specify the methods and materials to be used. Text size must be not less than 9 point Arial font or equal or 1/8" neatly hand printed and easily readable in landscape orientation. [NOTE: Text that is too small or unreadable is one of the most common plan corrections.]
- Plans prepared by a licensed professional must be signed and stamped by that individual before permit issuance.

### **Plan Check Submittal – Required Plans and Supporting Documentation**

#### **Building Permit Application Form**

Available online here: [Yountville Building Permit Link](#). A plan review fee will be required to be paid at the time plans are submitted for plan review (depending on state law). The applicant must fully review and complete the applicable sections of the permit application and provide an estimate of the project cost on the building permit application.

#### **Cover Page or Title Sheet**

**Provide for all projects.** Specify job title and provide an index of the drawings included. Specify the job address, name address, telephone number and e-mail address of person who prepared the plans, owner's name and address, all design professionals, the assessor's parcel number for the site and the flood zone for the property. Provide a project narrative with a complete and detailed description of the scope of work. Specify site area square footage and new and existing floor area square footage totals for all structures. Provide a note on the title page of the plans stating that all new work shall conform to the currently adopted California Building Standards Code as applicable and as amended by the Town of Yountville Municipal Code. Specify the code version used.

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If allowed by the Building Official, enumerate all proposed deferred submittal items. A statement should be provided indicating that "No work shall be performed on deferred submittal items until the submittal has been approved by the Building Department."

#### **Site Plan (1/8"= 1'-0", 1"= 20')**

**Required for all new structures and additions.** Show locations of all buildings, property lines, creeks, easements and other improvements. Specify dimensions from all property lines to structures. Provide an arrow designating "North".

#### **Erosion and Sediment Control BMP's for Minor Work (1/8"= 1'-0", 1"= 20')**

**Required for all soil disturbing construction activities including clearing, excavation or filling.** Non-Site-Specific and Typical Erosions and Sediment Control BMPs apply to small soil disturbing activities and where new impervious surfaces less than 2,500 square feet occur. Resurfacing of existing impervious surfaces are exempt. *May be combined with site plan.*

- Grading, Stormwater Control Plan for Single-Family Homes and other Regulated Projects** ( $1''=20'$ )  
**Required for projects that create or replace over 2,500 square feet of impervious surface**  
Resurfacing of existing impervious surfaces are exempt. See the Erosion and Sediment Control Plan Requirements Checklist/Flowchart available at [CALGreen Checklists \(aiacalifornia.org\)](http://aiacalifornia.org). The Erosion and Sediment Control Plan must show drainage management areas, how stormwater will be retained on site to the maximum extent feasible and how stormwater draining from site will be filtered. Provide details for construction of bio-retention facilities and improvements. Specify all required CAL Green measures. The grading plan must show all existing and proposed surface flows and underground drainage improvements.
- Foundation Plan** ( $1/4''=1'-0''$ )  
Required for all new structures, additions or alterations to existing structures affecting the foundation. Show location and size of all foundations and footings and required reinforcing.
- Floor Framing Plan and Details** ( $1/4''=1'-0''$ )  
**Required for each framed floor where floor framing is installed or altered.** Show all floor framing elements. Specify size, grade and species of materials and show direction and spacing of joists. Specify all joist hangers and beam connections. Show stairway framing. *First-floor framing plan may be combined with foundation plan for simple structures.*
- Floor Plan** ( $1/4''=1'-0''$ )  
**Required for all new structures, additions and alterations.** Specify the use of all rooms and areas. Show size, type and location of all walls, doors, windows, rooms, shear walls, holdowns, cabinets, fixtures, stairways, posts, equipment, access panels, handrails, materials, etc., to clearly indicate the layout of the structure. Indicate all new and existing elements and fully dimension the plan. Indicate all changes in floor elevation. Show and specify all mechanical equipment, register locations, plumbing and electrical fixtures, switching, receptacles, appliances and other items if not otherwise shown on separate sheets. Provide schedules and general code notations on the floor plan sheet.
- Electrical Plan** ( $1/4''=1'-0''$ )  
**Required when electrical work is proposed.** Show all electrical fixtures, switching, receptacles, appliances, fans, smoke and carbon monoxide detectors, main electrical panels, subpanels, and electrical equipment. Specify required GFCI and AFCI circuits. Provide a lighting fixture and control schedule to specify all light fixtures, lighting control types and configurations (groupings) to conform to mandatory energy requirements. Specify size of electrical service. *May be combined with floor plan for small and simple alteration and addition projects.*
- Mechanical Plan** ( $1/4''=1'-0''$ )  
**Required when mechanical work is proposed.** Show mechanical duct layout, sizes and type, register locations, fire dampers and mechanical equipment. Provide HVAC sizing calculations. Specify all equipment on energy documentation. *May be combined with floor plan for small and simple alteration and addition projects. Contact Town Building Official for more info.*
- Roof Framing Plan** ( $1/4''=1'-0''$ )  
**Required when ceiling joists are proposed.** Show location of all supporting walls and elements. Specify size, grade & species of materials and show direction and spacing of joists. *May be combined with floor plan for small and simple alteration and addition projects.*
- Truss Layout Plan** ( $1/8''= 1'-0'', 1/4''=1'-0''$ )  
**Required when trusses are proposed.** Show and specify all trusses, truss spacing and truss connections. Identify each truss corresponding with truss design documentation. Show all walls and beams supporting trusses.
- Roof Framing Plan** ( $1/8''= 1'-0'', 1/4''=1'-0''$ )  
**Required for all new and altered roof framing elements.** Show all walls, beams or other elements supporting roof framing elements. Specify size, grade & species of materials and show direction and spacing of rafters.

- Full Cross-Sections** (1/4"=1'-0", 1/2"=1'-0")  
Required to show varying construction conditions, proportions and materials in new structures, additions and structural modifications to existing structures. Show and specify size, type, spacing, slope and connection of all materials. Separate cross-sections should be developed for each varying condition.
- Foundation Details** (3/4"- 3"=1'-0")  
**Required when new foundations or footings are proposed.** Show and specify materials, size, type and spacing of all foundation elements and materials. A separate detail is required for each different condition.
- Framing/Structural Details** (3/4"- 3"=1'-0")  
**Required when new framing is proposed.** Provide sufficient details to clearly indicate construction and attachment of members. Show and specify materials, size, type and spacing of all framing elements. A separate detail is required for each different condition. Show eave details, truss connection details, post-to-beam connections, post-to-footing connections, hold-down details, rim joist, ledger and cantilever details, flashing details, etc.
- Exterior Elevations** (1/8"= 1'-0". 1/4"=1'-0")  
**Required for new structures, additions and exterior modifications to existing structures.** Show all sides of the building. Show and specify all exterior materials, vents, doors, windows, trim, gutters, stairways, handrails, roof pitch, roofing, chimneys, etc. [NOTE: exterior elevations may be subject to design review, check with Planning Department.]
- Interior Elevations** (1/8"=1'-0", 1/4"=1'-0")  
**Necessary to show interior finishes, casework, hardware, fixtures and restroom configuration.** Unless bathrooms or kitchens are involved, may not be necessary for small and simple alteration and addition projects.
- Fire Sprinkler Plan** (1/8"= 1'-0", 1/4"=1'-0")  
**Required when fire sprinkler system is required or proposed.** Show and specify size, type and location for all sprinkler piping, sprinkler heads, controllers, valves, alarms and other sprinkler equipment. Provide pipe sizing calculations for calculated systems. *Fire sprinkler plans must be submitted under a separate fire sprinkler permit which must be issued prior to installation.*
- Plumbing Plan** (1/4"=1'-0")  
**Required for commercial projects and complex plumbing systems.** Show and specify location, size and type of all plumbing fixtures and water heating equipment. Show size and location sewer, water, fire sprinkler, irrigation and gas service piping. For commercial food serving establishments and other commercial uses with complex plumbing systems, show all branch water piping, branch gas piping, drain, waste and vent piping and sizing. *May be combined with floor plan for simple structures.*
- Restaurant Equipment Plan** (1/4"=1'-0")  
**Required for restaurants and commercial food processing, storage or preparation.** Floor plan to show and specify location, size and type of all equipment, appliances and fixtures used for commercial food processing, storage or preparation. *Provide all equipment specifications.*
- Landscaping & Irrigation Plan** (1/8"= 1'-0", 1/4=1'-0")  
**Required when a major remodel or rebuild is proposed.** Landscaping and irrigation systems must comply with the requirements of [Chapter 17.124 Water Efficient Landscaping](#) Landscape plans, irrigation systems and irrigation water use calculations often require Design Review Commission approval prior to submittal of the documents for a building permit.

## ***Other Supporting Documentation*** (Printable at 8.5"x11"

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- CALGreen Checklist and Documentation**  
Required for all new residential and nonresidential buildings, residential additions and alterations, and some nonresidential alterations and addition projects. Required CALGreen checklists are available on the City's web site at [CALGreen Checklist aiacalifornia.org](http://CALGreen.Checklist.aiacalifornia.org). Verification of compliance is typically performed by a CALGreen special inspector listed by the City of Sonoma and hired by the property owner or applicant. In addition to submitting the appropriate CALGreen checklist, additional CALGreen compliance documentation may be necessary to support the green measures to be implemented.
- Energy Documentation**  
Energy documentation complying with the requirements of the California Energy Code is required for new buildings, additions, and remodeled areas where the building or site contains lighting, water heating or space conditioning systems. HVAC sizing calculations are required for new HVAC systems.
- Structural Calculations**  
Structural calculations, prepared by a licensed engineer or architect, are required for all structures or portions thereof which do not comply with the conventional construction provisions of Chapter 23 of the California Building Code or the structural requirements of the California Residential Code, whichever is applicable.
- Truss Design Documentation**  
Structural calculations, prepared by a licensed engineer or architect, are required when trusses are proposed.
- Soils & Geological Investigation**  
**Required for most new buildings and for certain building additions with a footprint of 500 square feet or more.**
- Flood Elevation Certificate**  
**Required if an addition or new building is proposed for a parcel adjacent to a creek or within the 100-year flood boundary.** Flood Elevation Certificate forms are available from the Town Engineer or on FEMA's web site at <https://www.fema.gov/media-library/assets/documents/160> .
- Statement of Special Inspections**  
This form is required when special inspection by an independent company is required pursuant to Chapter 17 of the California Building Code. The form must be completed and signed by the engineer or architect, the contractor and the owner. The purpose of the form is to inform all parties concerned of the requirements for special inspections. Special inspections are not performed by the Building Department. The Statement of Special Inspection form is available on the City's web site at [Applications and Forms | Yountville](#)
- Equipment Submittal Documentation**  
Required for specialized equipment or products such as commercial kitchen equipment, unique products, industrial equipment, etc. Specifies manufacturer's listed clearance and installation requirements.

- Smoke Alarm & Carbon Monoxide Alarm Declaration**  
Required for projects which do not have interior inspections: [Applications and Forms | Yountville](#)

## ***Permit Application Approvals from Other Agencies/Departments***

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- Planning & Building Department**  
Permit applications are automatically routed to the Town Planning & Building Department. The Planning & Building Department verifies compliance with the Town's General Plan, Zoning, Development Guidelines, environmental impacts, project Conditions of Approval where applicable, and Building Code. Evidence of compliance with required Conditions of Approval must be provided prior to issuance of a building permit.  
**Email:** planning@yville.com **Phone:** (707) 944-8851
- County of Napa Fire Review**  
The Town of Yountville contracts with the County of Napa. Applications are submitted to the Town and then routed to the County for Fire review.  
**Email:** adam.mone@countyofnapa.org **Phone:** (707) 299-1466
- Public Works Department - Water**  
Water connection fees must be paid prior to setting a water meter or final inspection and occupancy approval for new commercial and residential buildings, second dwelling units and for changes of use, if applicable. Contact the Public Works Department as soon as possible to ascertain applicable requirements.  
**Email:** askpwwhattheywanthere@yville.com **Phone:** (707) 944-8851
- Public Works Department – Storm Water Compliance**  
Permit applications associated with soil disturbing activities will be routed to the City's Environmental Compliance Analyst. The Environmental Compliance Analyst will verify that the project design meets the requirements of the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Permit.  
**Email:** askpwwhattheywanthere@yville.com **Phone:** (707) 944-8851
- Public Works Department – City Engineer**  
Permit applications associated with subdivision grading and improvements, new or altered storm drainage discharging into or on the public storm drain system or into creeks, encroachments in the public right-of-way, automotive facilities, food preparation facilities (*for water use calculations*) and new or altered commercial underground fire sprinkler supply lines will be routed to the City Engineer for review and approval.  
**Email:** askpwwhattheywanthere@yville.com **Phone:** (707) 944-8851
- Public Improvement Agreement**  
The Public Improvement Agreement is located on page 4 of the building permit application form and is required to be signed by the property owner for all projects, except permits consisting solely of reroofing, ADA upgrades, thermal solar water heaters, solar photovoltaic electrical systems, energy storage systems, electric vehicle charging stations, or emergency standby generator installations. The agreement provides notification to the owner that public improvements such as curb, gutter, sidewalks, streets drainage and storm drainage will be required to be provided or repaired, at the owner's expense, prior to final inspection approval of the project. It is advisable to have the Public Works Department review your property to determine if public improvements will be required.

**Napa County Environmental Health & Safety**

Written approval is required when a project involves food-handling establishments, public swimming pools and projects served by septic systems and water wells.

**Email: Phone: Address**

**School Impact Fee Certification**

Certifies that school impact fees have been paid to the Sonoma Valley Unified School District. School fees are assessed on new buildings and additions (excluding garages, carports and other detached accessory buildings). The fee rates are established by the School District.

**Email: Phone: Address:**

**Bay Area Air Quality Management District**

Written approval is required for demolition and asbestos abatement projects.

**Email: Phone: Address:**

# Building Permit Submittal Checklist

## Legend

- - Normally Required
- - Required When Applicable to the Scope of Work
- NR - Not Usually Required

**NOTE:** This checklist represents common submittal requirements for various types of projects. Exceptions may apply.

	New Buildings	Additions	Building Alterations	Repairs	Specific Single Item Permits
<b>Drawings</b>					
Title Page - Description of Scope of Work, Project Design Criteria	●	●	●	●	●
Plot / Site Plan	●	●	●	○	○
Site Improvements, Grading, Drainage and Stormwater Management Plan	●	●	●	○	○
Erosion Control and Stormwater Pollution Prevention Best Management Practices	●	●	○	○	○
Foundation Plan and Footing Details	●	●	○	○	○
Floor Plan <i>[Proposed and Existing where applicable]</i>	●	●	●	○	○
Floor Framing Plan and Details	●	●	●	●	○
Ceiling Framing Plan and Details	●	●	●	○	○
Structural Framing Plan and Structural Details	●	●	●	○	○
Roof Plan	●	●	○	○	○
Roof Framing Plan and Details, Truss Layout Plan <i>[Where applicable]</i>	●	●	●	○	○
Exterior Elevations	●	●	●	○	○
Cross Sections	●	●	○	○	○
Window Schedule and Door Schedule	●	●	●	○	○
Electrical Plan, Electrical Fixture Schedule, Lighting Control Schedule, Panel Schedules, Load Calculations	●	●	●	○	○
Plumbing Plan, Plumbing Fixture Schedule	●	●	●	○	○
Mechanical Plan, Ducting Layout, Equipment Schedule, HVAC Load Calculations	●	●	●	○	○
Accessibility Route of Travel Plan, Accessibility Detail Sheets, Interior Restroom Elevations, Accessibility Notes and Specifications <i>[Multi-family and Nonresidential Projects]</i>	●	●	●	○	○
Landscaping and Irrigation Plan, Compliance Calculations for Water Efficient Landscape Ordinance	●	●	○	○	○
Schedule of Deferred Submittals <i>[Where applicable]</i>	●	○	○	○	○
Fire Sprinkler Plans (where applicable unless submitted under a separate permit)	●	○	●	○	○
Restaurant Equipment Plan and Equipment Schedule	○	○	○	NR	NR
<b>Supporting Forms and Documentation</b>					
Building Permit Application Form	●	●	●	●	●
Soils & Geological Investigation Report	●	○	○	○	○
Letter of Verification of Soil Compaction from Geotechnical Engineer	●	○	○	○	○
Letter of Verification of Grading Elevation from Civil Engineer or Land Surveyor	●	○	○	○	○
Energy Calculations, Energy Forms	●	●	●	○	○
CALGreen Checklist	●	●	●	●	○
Structural Calculations	●	●	●	●	○
Truss Design Calculations <i>[Projects using trusses]</i>	●	●	○	○	○
Statement of Special Inspections	○	○	○	○	○
Flood Elevation Certificate <i>[Projects within a flood hazard zone]</i>	●	●	○	NR	NR
Noncompliant Existing Plumbing Fixture Declaration <i>[Structures built prior to 1994]</i>	NR	●	●	NR	○
Smoke Alarm & Carbon Monoxide Alarm Declaration <i>[Residential occupancies]</i>	NR	●	●	●	●