

## Community Development Department

**1600 First St., P.O. Box 660  
Napa, CA 94559-0660**



Facsimile: (707) 257-9522

CITY of NAPA

**Code Enforcement**  
Phone: (707) 257-9646

**Building Division**  
Phone: (707) 257-9540  
Inspections: (707) 257-1063

**Planning Division**  
Phone: (707) 257-9530  
**Engineering Division**  
Phone: (707) 257-9530

**Napa Fire Department**  
**Fire Prevention Division**  
Phone: (707) 257-9590

### Golden Rod / Project Completion & Sign Off

Dear Project Developer/Contractor:

As we near the completion of your project, the following applicable agencies (those checked below) must sign off your project prior to utility connections and issuance of a Certificate of Occupancy. The Building Division will conduct the last inspection after signatures have been obtained from all checked agencies. Be sure to call each agency well in advance to schedule the inspections. Sub-contractors shall have a City of Napa business license. Please list all sub-contractors and license #'s on the reverse side of this form.

<b>Project Name:</b>	<b>Phone #</b> _____
<b>Address:</b>	<b>Contact Person</b> _____
	<b>Tracking #</b> _____
	<b>Permit #</b> _____

	Check	Signature Required
Planning Division, CDD - 257-9530 Allow one week review time	<input type="checkbox"/>	
Engineering Division, (CDD Conditions) 257-9530	<input type="checkbox"/>	
Engineering Division (CDD Inspector) 257-9530	<input type="checkbox"/>	
Water Division, PWD - 257-9544      770 Jackson St Frank Whorley / Jack Zippel      (Backflow Devices/Meters)	<input type="checkbox"/>	
Water Division, PWD - 257-9497      1340 Clay St. Marshall Hart      (Toilet Retrofit)	<input type="checkbox"/>	
Water Division, PWD - 257-9306      1340 Clay St. Greg Dietrich      (Main/Service Installation)	<input type="checkbox"/>	
Flood Plain/Way Compliance Elevation Certificate- 257-9520	<input type="checkbox"/>	
Community Resources Dept. 257-9529 - (street trees)	<input type="checkbox"/>	
Fire Prevention Division - 257-9590	<input type="checkbox"/>	
Health Dept. (when applicable) 253-4471      1195 Third St.	<input type="checkbox"/>	
Housing Authority 257-9543      1115 Seminary St.	<input type="checkbox"/>	
Sanitation District - 258-6000      935 Hartle Ct.	<input type="checkbox"/>	
Inclusionary Fees (Building Division) <u>NOT APPLICABLE</u> Fees Paid	<input type="checkbox"/>	
Redwood Road Improvement Fee	<input type="checkbox"/>	
Building Division, CDD 257- 9540      ( Final Inspection)*	<input type="checkbox"/>	

\* Final inspection maybe requested of the Building Division after required signatures have been obtained. After project is approved, P.G. & E. will be notified to energize the utilities and a *Certificate of Occupancy* will be issued.

All forms and handouts are available on [www.cityofnapa.org](http://www.cityofnapa.org)

## Business Licenses for Sub-Contractors

Type of Work	Name of Contractors	License #
Concrete		
Plumbing		
Framing		
HVAC		
Electrical		
Roofing.		
Sheetrock		
Insulation		
Painting		
Carpet/Linoleum		
Tile/Formica		
Cabinets		
Trim Work		
Landscaping		
Driveway/curbs		
Lath/stucco		
Grading/drainage		
Fire Sprinklers		
Fencing		
Cleanup		
Masonry		
Others		