



PERMIT PLAN REVIEW
 COMMERCIAL, INDUSTRIAL, &
 RESIDENTIAL PROJECTS
 COMMUNITY DEVELOPMENT
BUILDING DEPARTMENT
 Building Official, Paul Siegel
 (707) 678-7000

CITY OF DIXON

600 East A Street, Dixon, California 95620
 Updated March 2003

Welcome to the City of Dixon. This hand out has been prepared to assist you during the submittal of project plans for ***commercial, industrial, and residential projects***. We anticipate that it may help answer some of the most commonly asked questions that occur during the project review process.

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PROJECT REVIEW AND APPROVAL

- ❖ Prior to proceeding with your building permit application contact the Community Development Department, (707) 678-7000, 600 East A Street, Dixon, CA 95620.
- ❖ The Community Development Department will decide if the project should be referred to the Planning Commission. This process is required for most new construction projects.
- ❖ Project review could include working with various City departments - Building, Planning, Fire, Public Works, as well as outside agencies.
- ❖ Contact the Public Works Department to determine the requirements for a traffic study. (Development site access and traffic impact and analysis guidelines are attached).
- ❖ A list of conditions required for approval of your project will be provided to you. Each of the conditions should be addressed within the plans you prepare for building permit submittal to the Community Development Department.

DEPARTMENTS: Area Code (707)

City Hall 678-7000	City Attorney 916 321-4500	City Manager 678-7000	Community Development 678-7000	Public Works 678-7030	Building 678-7000	Fire 678-7060	Police 678-7070
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PLAN REVIEW OFFICE HOURS

Office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. Plans and/or revisions may be submitted during these hours and staff will be available during the lunch hour to accept submittals.

DEMOLITION PERMITS

If you are removing a building, California Health and Safety Code §19827.5 requires that before a demolition permit can be issued, an approval signature must be obtained from the Yolo/Solano Air Quality Management District (phone: 530-757-3650; fax: 530-757-3670). An asbestos survey must be performed prior to demolition of structural load bearing walls. Prior to applying for a demolition permit please verify whether your building is of historic significance.

BUILDING (APPLICATION & PLAN SUBMITTAL)

To submit plans for plan review:

- ❖ Complete the City of Dixon Building Permit Application. Typical information to be provided includes the project's street address, valuation, assessor's parcel number, phone numbers of the architect, contact person, contractor, owner-builder declaration, City business license number, licensed contractor declaration, worker's compensation declaration, construction lending agency, California Energy Conservation declaration, and a description of work to be performed.
- ❖ Review the "Submittal Checklist" for the application project type, making sure to submit all required documentation (i.e. the required number of building plans, wet-signed engineered calculations and specifications, etc.). The submittal checklist will assist you in evaluating the completeness of your submittal. (Attachments)
- ❖ Building plan review fee will be collected at the time of submittal, if applicable, based on the value of the construction being performed. **(NOTE: If civil plans are necessary, a separate submittal of these plans, including a fee, must be submitted to the Public Works Department for review and approval.)**
- ❖ If your building is an industrial building or will include food service facilities, it is recommended that prior to application with the City, application be made to Solano County Environmental Health Services, 601 Texas Street, Fairfield, CA 94533. Phone: (707) 421-6765. It is the applicant's responsibility to submit the project to the County Health Department.
- ❖ If you are moving more than 350 cubic yards of soil, contact the City Engineer, Public Works Department, (707) 678-7030 for a Grading Permit.
- ❖ Projects requiring the grading of earth, as defined in Appendix Chapter 33 of the Uniform Building Code, will require the submittal of grading plans and issuance of a grading permit from the Building Official with prior approval from the Public Works Department prior to the beginning of such operation. A Grading Permit can be issued prior to issuance of the building permit and a Public Works encroachment permit. A Grading Permit requires plans and plancheck, and will allow rough grade to be established prior to the issuance of a building permit. Fee for grading permit is \$300 for residential 1 -2 units or \$600 for residential 3 or more units, commercial or industrial.
- ❖ Buildings requiring fire sprinklers shall submit a minimum of two copies of plans for fire alarms, fire sprinklers, or fire suppression equipment directly to the Fire Department.
- ❖ Plans shall be of sufficient clarity to indicate the location, name of plan preparer, name of owner, vicinity of the proposed site, location of buildings or structures.

- ❖ **A building permit cannot be issued until the approval of the civil plans.**

APPLICANT'S RESPONSIBILITIES

The applicant must complete or provide the following:

- ❖ Projects required to obtain Planning Department review are to receive approval prior to plan check submittal. Planning approval letter and any conditions of approval should be provided with the permit application.
- ❖ Provide all documentation as outlined in Submittal Checklist. (Attachment)
- ❖ Hazardous Materials Declaration form to be filed directly with Solano County Environmental Management, (707) 421-6770.
- ❖ Material Safety Data Sheets (MSDS) for the proposed chemicals to be used or stored. Spreadsheet to include quantities and type of chemicals.
- ❖ If asbestos or any type of air emissions is proposed, include documentation form Yolo-Solano Air Quality Management District (phone: 530-757-3650; fax: 530-757-3670).
- ❖ Building permit application. (Attachment)
- ❖ CHECK payable to the City of Dixon in the amount required to cover the building plan check fees - to be collected at the time of submittal. Call the Building Department for an estimate of this fee at (707) 678-7000 ext. 106.
- ❖ Provide letter identifying person authorized to sign for permits.
- ❖ All projects will require a signed letter from the school district that all school fees have been paid. Contact the Dixon Unified School District for details at 707 678-5582.

At the time the permit is issued the applicant shall provide the following:

- ❖ Current ***City Business License***: (contact phone: 707-678-7000, located at 600 East A Street, Dixon).
- ❖ Show current ***State Contractor's License Card***;
- ❖ Show copy of ***Workmen's Compensation Insurance***.

MINIMUM REQUIREMENTS FOR BUILDING PLANS

Plans submitted to the City of Dixon Building Department for plan review shall be consistent with submittal requirements. Plans shall be blue lined or inked on substantial paper a minimum of 18" x 24" in size. All plans shall be drawn to scale with the scale noted on each plan sheet. (Projects, which are 200,000 square feet and above, will require one complete set of reduced plans for the Building Department.)

Business and Professions Code §5537, The Professional Engineers Act, and the Act Regulating the Practice of Architecture require that the preparation of plans, drawings, specifications or instruments of service for any building or component that affects the safety of any building or its occupants, including but not limited to structural or seismic components shall be prepared by a Civil Engineer, Structural Engineer or Architect Licensed and Registered to practice in the State of California.

Exceptions are:

- ❖ Single Family dwelling units of wood frame construction not more than two stories and basement in height.
- ❖ Multiple dwelling units containing no more than four dwelling units of wood construction not more than two stories and basement in height.
- ❖ Garages or other structures appurtenant to dwellings, of wood frame construction not more than two stories and basement in height.
- ❖ Agricultural and ranch buildings of wood frame construction, unless there is an undue risk to the public health, safety or welfare involved.
- ❖ Nonstructural storefronts, interior alterations or additions, fixtures, cabinetwork, furniture or other appliances or equipment including nonstructural work necessary to provide for their installation.
- ❖ Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances or equipment.

When plans are required to be prepared by an architect or engineer, they shall sign and show their registration number on each plan sheet and on all calculations. The architect or engineer of record shall be specified on the first sheet of the plans. This individual will be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items per UBC Sec. 106.3.4. The plans must clearly state the person performing the duties of the Architect or Engineer of Record.

A list of the plan sheets required to be assembled in each plan submittal is noted below. Included is a description of the minimum information that should be included on your plans and in the supplemental documentation:

1. TITLE SHEET
2. SITE/PLOT PLAN/CIVIL PLAN
3. FOOTING/FOUNDATION PLAN
4. ELEVATION VIEWS
5. FLOOR PLAN
6. STRUCTURAL FRAMING PLANS AND CALCULATIONS (WET-SIGNED)
7. ROOF PLAN
8. SECTIONS & DETAILS
9. ELECTRICAL PLAN
10. PLUMBING PLAN
11. MECHANICAL PLAN
12. TITLE 24 ENERGY EFFICIENCY COMPLIANCE
13. FIRE SPRINKLER COMPLIANCE
14. LANDSCAPING AND IRRIGATION PLAN
15. TRUSS CALCULATIONS WITH LAYOUT
16. SOILS REPORT
17. SPREADSHEET OF CHEMICALS AND QUANTITIES
18. SPECIFICATIONS (OMIT IF INCLUDED IN PLANS)
19. OTHER DOCUMENTATION AS REQUESTED ON THE SUBMITTAL CHECKLIST FOR CONSTRUCTION TYPE/OCCUPANCY GROUP.

1. **TITLE SHEET**

- a. Name and address of owner.
- b. Name and address of person preparing plans.
- c. Index of sheets.
- d. Exact location/address of the proposed construction site, buildings & suites.
- e. Assessors Parcel Number
- f. Zoning classification
- g. Building construction type and occupancy.

❖ **Occupancy Classification** - Structure is to be designed according to its occupancy. Refer to 1997 UBC Chapter 3 and 2001 California Building Code for full description of occupancies.

❖ **Hazardous Occupancies** in which Class I, Class II and Class III-A flammable or combustible liquids are used, dispensed or mixed in open containers should be constructed in accordance with the requirements set forth in UBC Section 307.1.3. Equipment, machinery, or appliances that generate finely divided combustible waste or use finely divided combustible material should be

equipped with an approved method of collection and removal. UBC Section 306.8. Yolo-Solano Air Quality Management District (phone: 530-757-3650; fax: 530-757-3670).

- ❖ **Type of Building Construction** - For examples of V-N , V-I hr, III-N, III-1 hr, II-1 hr, II-FR, and Type 1 Construction refer to 1997 edition of UBC Chapter 6 and 2001 California Building Code.
- ❖ **Actual Building Area Vs. Allowable Area** - based on type of construction and occupancy classifications. See UBC Chapter 5.
- ❖ **Community Development Department Review** - Projects are to receive approval from the Planning Department prior to plan check submittal.
- ❖ **Drawing Index** - should be complete with drawing numbers, drawing titles and revision numbers.
- ❖ **Structural Codes Analysis** - should follow engineering standard format (i.e. seismic, wind load, exposure, type of construction, occupancy type, square footage, etc.)
- ❖ **Codes and Standards** - shall conform to the UPC - Uniform Plumbing Code, UMC - Uniform Mechanical Code, UBC - Uniform Building Code, UFC - Uniform Fire Code, ANSI, Administrative Requirements, etc.
- ❖ **Various Notes** - Special Inspections - i.e. fire resistive spray application, drilled piers, structural welding, or structural concrete design compressive strength above 2500 psi. On special moment - resisting frames, the structural engineer shall show on the plans a program for non-destructive testing required in Seismic Zone 3 or Seismic Zone 4 in accordance with UBC §1703. Structural observance is required in Seismic Zone 3 or Seismic Zone 4 by UBC §1702.

NOTE: Make sure all of the above information is verified as accurate and complete for your project.

2. SITE/PLOT PLAN/CIVIL PLAN

**(All plans that show Public Works construction shall be consistent with Public Works standards.)
Civil Plans shall be submitted separately to the Public Works Department.**

- a. Plans shall be fully dimensioned showing the exact location of the proposed building in relation to the property lines, existing buildings, streets, parking areas, trees, signs, swimming pools, trash enclosure, lighting, utilities, etc.
- b. Show and note the use of all existing and proposed buildings or structures within 15 feet of the project.
- c. Location of permanent access to the street, giving length and width of access and the

- half width of the street.
- d. Grades and elevation of the site and the building pad.
 - e. Pad certifications from the engineer for Flood Zone Elevations are to be submitted.
 - f. Indicate the location of fire hydrants, double-check, sewer, water, storm, and utility connections.
 - g. All fire lanes shall be all-weather approved and a minimum of 20 feet wide.
 - h. Fire Department shall have access within 150 feet of the furthest point of the building with fire apparatus.
 - i. Fire Department connection valve shall be within 40 feet of a hydrant.
 - j. Fire Department connection valve shall be placed on the double detector check valve.
 - k. Hydrants shall be placed every 300 feet and meet DSMWS Standards for installation.
 - l. Gates installed shall be approved by the Fire Department.
 - m. Provide disabled parking, curb ramps, and site accessibility.
 - n. Show a North direction arrow.
 - o. Suggested scale: 1" = 10', 1" = 20' or 1" = 30'.
 - p. Suggested size: 24" x 36".
 - q. Complete civil plan (include all on-site and off-site improvements, and drainage).
 - r. Civil plans shall be submitted separately to the Public Works Department for review and approval. Contact Public Works at (707) 678-7030 for assistance.

3. FOOTING/FOUNDATION PLAN

- a. Dimensioned floor plan of the foundations and pad footings.
- b. Flood proofing details are to meet engineer's calculations.
- c. Complete dimensions and depth below finish grade or original grade of all wall and post footing and foundations.
- d. Location and thickness of floor slabs, porch slabs, planters, veneers, depressed areas, steps, etc.
- e. Note anchor bolt locations, size, and spacing.
- f. Show foundation and slab reinforcement. Indicate clearances.
- g. Show location, size, and depth of under floor ducts, outlets, etc.
- h. Show location of foundation vents and access holes.
- i. Location and size of uplift or overturning tie down anchors.
- j. Location and details of post connections.
- k. Typical sections through footings and foundations.
- l. Specify allowable soil bearing pressure. Verify allowable soil bearing pressure with soils report of site, or use allowable soil bearing pressures from the Uniform Building Code, Table 18-I-A, Chapter 18. In all cases, soil classification shall be noted on plans.
- m. Special foundation preparations required by the soil report, or as required for construction in expansive soils shall be incorporated into plans.
- n. Suggested scale 1/4" = 1'-0".

4. ELEVATION VIEWS

- a. Elevation views of each side of the structure.
- b. Indicate type of exterior-finish (i.e. colors, texture) and roof covering.
- c. Note roof slopes.
- d. Significant height dimensions.
- e. Dimensions of overhangs.
- f. Roof access ladders shall be provided for buildings over 30 feet tall. Show and detail on elevations.
- g. Address numbers shall be a minimum of 6 inches tall (4 inches for residential), on contrasting background and visible from the street at night. Residential buildings require lighted house numbers facing the street adjacent to the front door.
- h. Suggested scale 1/4" = 1' - 0".

5. FLOOR PLAN

- a. Exact dimensions of the structure.
- b. Room sizes.
- c. Identification of the proposed use for all rooms.
- d. Location and sizes of all doors, windows and openings, include glass and glazing requirements. Indicate the rating of all fire doors.
- e. Location of all appliance and fixtures, such as the following: range, oven, washer, dryer, furnace, water heater, air conditioners, etc.
- f. Type of interior ceiling, wall, and floor finishes.
- g. Show change in floor level at all doorways.
- h. Post in a conspicuous place near the main exit from a room a sign indicating the number of occupants permitted for each room. This applies when the occupancy load exceeds 50 and fixed seats are not installed.
- i. Indicate the type of locks or latches installed in the required doors.
- j. Fire extinguisher shall be a minimum for office buildings as 2:A-10B:C and spaced every 75 feet apart and shall have a placard placed over them. Fire extinguishers under 40 lbs. Shall not be mounted over five feet to the top of the extinguisher. Fire extinguishers over 40 lbs. Shall not be mounted over three and a half feet to the top of the extinguisher.
- k. Locate and specify occupancy and/or area separation walls.
- l. Suggested scale 1/4" = 1' - 0".

6. FRAMING PLAN

- a. Calculations for all buildings shall include consideration of both vertical and lateral loads. Flood proofing design is to meet engineer's calculations.
- b. Design loads shall be noted on drawings. Confirm with the City of Dixon if construction is located within Seismic Zone 3. Wind loading can be designed for 75 mph exposure C.

- c. Material specifications:
1. Plywood - Specify grade, species, panel identification index, group and thickness. Indicate type of edge joints, directions of continuous panel joints, direction of the face grain and blocking if used.
 2. Lumber - Specify species and grade of all framing lumber.
 3. Concrete - Specify minimum 28-day compressive stress. Steel (reinforcing or structural) - Indicate the A.S.T.M. specifications and grade to which the masonry will conform. List the stresses used in the design of the masonry. Note whether special inspection is required.
 4. Glu-lams - Indicate species, grade, and size. An AITC Certificate of Conformance is required for each glu-lam.
 5. Framing connectors - Specify make and model number.
- d. Floor frame including size, location, direction, and spacing of girders and joists. Location of crawl holes, screened vents, underfloor furnace.
- e. Ceiling joist framing plan.
- f. Roof framing plan.
- g. Shear wall locations, lengths, and schedule.
- h. Typical reinforcement details for masonry construction. Wall reinforcement, horizontal and vertical, reinforcement around openings, at corners, at intersecting walls, at lintel beams, and at piers.
- i. When prefabricated trusses are to be used, complete details and calculations of the specific truss used shall be provided prior to installation. Trusses are to be identified on the truss framing layout. Engineering calculations are to include verification of the adequacy of members under combined axial and bending loads, verification of the adequacy of connections and a check of truss deflection. Projects designed by an architect or engineer are required to have the truss layouts and calculations bear a notation indicating that the items were reviewed and found acceptable by the architect or engineer or record. UBC '106.3.4.2. These requirements also apply to other prefabricated products, such as steel buildings, stairs, and truss joists.
- j. Show attic separation walls (necessary when attic exceeds 3000 square feet).
- k. Indicate size and location of attic access.
- l. Show size and location of overflow drains where roof drains are required.
- m. Manufactured materials shall be identified on plans by manufacturer's name, product identification number and I.C.B.O., A.S.T.M., or I.A.P.M.O. number.
- n. Provide attic ventilation and underfloor ventilation calculations and size and type of vents used.
- o. Indicate a diaphragm boundaries and floor or roof sheathing layout.
- p. Suggested scale 1/4" = 1'-10".

7. ROOF PLAN

- a. Show all roof mounted heating and or cooling units.
- b. Note direction and pitch of all roof slopes.
- c. Describe all roof coverings.
- d. If trusses are used, provide truss manufacturers layout.
- e. Indicate a diaphragm boundaries and floor or roof sheathing layout.
- f. Roof access ladders shall be provided for buildings over 30 feet tall.
- g. Suggested scale 1/8" = 1' - 0".

8. DETAILS & SECTIONS

- a. Sufficient detailed and dimensioned sections through portions of the building to adequately clarify the framing details.
- b. Connection details at bearing of individual members.
- c. Connection details for top and bottom of partition walls.
- d. Framing details at wall openings.
- e. Connection details to adequately show lateral load transfer.
- f. Complete nailing schedule for roof diaphragms and shear walls.
- g. Typical framing at the sidewalls and end walls.
- h. Wall heights, ceiling heights, heights of openings, and overall height of the building.
- i. Stair, handrail and guardrail framing details, including rise, run and width of stairs, rail heights, and intermediate rail spacing for handrails and guardrails.
- j. Door and window schedule; size & type of glazing.
- k. Finish schedule noting all wall, ceiling, & floor finishes.
- l. Details of fireplace construction.
- m. Details of special or unusual construction or materials.
- n. Associated engineered calculations to accompany details.

9. ELECTRICAL PLAN

- a. Type of voltage.
- b. Location of all main & sub-panels indicating sizes and types.
- c. Panel schedule noting circuit identification, description and overcurrent protection size, including main disconnect.
- d. Load calculation showing total demand load.
- e. Single line diagram from service entrance cap:
 - Conduit size
 - Wire size
 - Fuse size and switch size
 - Circuit breaker (interrupting capacity)

Sub-switches and to what panels or equipment to be served

Size of ground conductor and raceway

Fixture schedule and wattage

- f. Type, size, and materials of all conductors and conduits.
- g. Proposed wiring method. Show flood-proofing design if required.
- h. Through-penetration fire stops shall have an F or T rating for penetration of firewalls. Steel electrical panes may be a large a 16 sq. inches in firewalls.
- i. Location of all electrical outlets, including lights, plugs, receptacles, and junction boxes.
- j. Method and location of grounding and bonding.
- k. Location and rating of all electrical appliances.
- l. Provide circuit schedule.
- m. Identify disconnecting means.
- n. Show available short circuit current at the service and all panels on the single line diagram.

10. PLUMBING PLAN

- a. An isometric drawing of the drain, waste and vent system, providing sizes, dimensions, type and identification of materials.
- b. Indicate location of all cleanouts.
- c. Termination of vents.
- d. A single-line drawing of the water supply system showing sizes, lengths of runs, type of materials and valves.
- e. Available pressure at meter or regulator.
- f. Location of pressure relief valve at water heater, and termination, size and materials of relief tube.
- g. Indicate type of fixtures and handicap accessibility.
- h. Grades and elevations of sewer lines. Indicate connection of building drain to public or private sewer lines. Indicate location of all cleanouts or manholes.
- i. Through-penetration fire stops shall have an F or T rating for plumbing penetration of firewalls.
- j. Single-line drawing of gas lines and type of fuel to be used, giving type of materials, size, valves, meter location, regulators and change in pipe sizes.
- k. Location, type, size, and rating (in BTU & CFM) of all appliances. Include BTUH rating of all appliances and developed length of run of pipe.

11. MECHANICAL PLAN

- a. Type of fuel serving mechanical units (wood stoves, furnaces, kilns, boilers, etc.).
- b. Location, type, size, and rating (in BTU & CFM) of all HVAC, appliances, etc.
- c. Type of exhaust vent indicating location and termination.
- d. How combustion and dilution air is provided.

- e. Fire dampers and assemblies.
- f. Fire separation if required between a furnace and/or boiler room and the rest of the structure.
- g. When mechanical ventilation is used, provide details to insure minimum required air changes. Specify building pre-occupancy purge per Energy Standards Sec. 121(c)2.
- h. Specifications and shop drawing for Type I and Type II hoods and make up air requirements.

12. ENERGY EFFICIENCY COMPLIANCE

All new building in California must meet State Building Energy Efficiency Standards in accordance with the California Administrative Code, Title 20, Chapter 2, Sub-chapter 4, Article 1 and the compliance requirements of Title 24, Part 2, Chapter 253. Documentation showing compliance with these requirements shall be included.

13. FIRE SPRINKLER COMPLIANCE

- a. Buildings over 4,000 square feet shall have fire sprinklers installed and shall meet NFPA Standards.
- b. Storage over 12 feet in height shall meet high pile storage requirements of Article 81 of the California Fire Code.
- c. Buildings with a fire sprinkler system, fire alarm system, or special hazard will require a KNOX key system.
- d. Flammable liquid storage or dispensing must be permitted through the Fire Department.

PLAN DISTRIBUTION

Once your plans have entered the plan review process, plans will be routed to the appropriate department for their comments. Each department will respond and forward their comments within 21 days (or more depending on the complexity of the project) to the Building Department. These comments will be grouped and sent to the contact person identified on the application. Departments involved in project review include:

❖ Building	(707) 678-7000
❖ Planning	(707) 678-7000
❖ Public Works Engineering	(707) 678-7030
❖ Fire	(707) 678-7060
❖ County Health.....	(707) 421-6765

BUILDING PLAN CHECK COMMENTS/CORRECTIONS

If corrections are required after the first plan review has been completed, correction lists from the Building Department will be faxed to the contact person or a phone call will be made to pick up the corrections(s) list.

RE-SUBMISSION OF CORRECTED BUILDING PLANS

Please review each correction item carefully. The comments represent Dixon City Ordinance, 2001 California Building Code comprised of the 1997 Uniform Building Code, 2000 Uniform Mechanical Code, 2000 Uniform Plumbing Code, 1999 National Electric Code, and the State of California Amendments. Each comment is to be resolved before a permit is issued. **PLEASE MAKE THE CORRECTIONS ON THE ORIGINAL VELLUMS AND RESUBMIT THE CORRECTED BLUEPRINTS, CLOUDING THE CORRECTIONS.**

Please resubmit the number of copies of plans and calculations stated on the plan check correction letter. Plans will then be routed to the appropriate City department for comments. Each department that approves the plans will route their approval to the Building Department. Plans that comply with all City and State Building Codes are stamped approved.

- ❖ Turn around time is 10 calendar days for re-submittal plan check. (This time frame may be increased depending on the amount of corrections required and the complexity of the project.)

BUILDING PERMIT ISSUANCE

Prior to issuance of the building permit the following needs to be completed:

1. Obtain an encroachment permit, if required, from the Public Works Department at (707) 678-7030.
2. Payment to the City of Dixon of remaining permit and impact fees.
3. Grading and underground permits must be issued by the Building Official with prior approval by the Public Works Department prior to issuance of the building permit. A grading and underground permit will allow rough grade to be established.
4. Prior to payment of the building permit fees, the school fee, if necessary, associated with the project is to be paid to the School District Office. The school fee form is to be picked up at the Building Department, Dixon City Hall, 600 East A Street and taken to the School District for payment at: 180 South First Street #6 Dixon, CA 95620 (contact phone: (707) 678-5582). The school fee form with receipt is to be returned to the Building Department and the balance of the building permit fees paid.
5. ***City of Dixon BUSINESS LICENSE*** (contact phone: 707-678-7000, located at 600 East A Street, Dixon).
6. ***Proof of Worker's Compensation Insurance.*** The contractor needs to provide proof of

certificate of worker's compensation at time of permit issuance.

7. **Contractor's License.** The contractor's license number is to be provided and verified as active at time of permit issuance.

Issuance:

Upon issuance of the permit, one set of approved drawings and related specification and calculations will be stamped, dated, and returned to the applicant or applicant's agent along with an inspection card. The plans and inspection card must be available at the job site at all times.

A second set of approved plans and calculations will be maintained within the Building Department.

Plan review applications for which no permit is issued within 180 days of approval shall expire by limitation. Expired plans and documentation are then destroyed.

PERMIT EXPIRATION

All permits issued by the Building Department shall expire by limitation and become null and void if the building or work authorized is not commenced within 180 days from the date of issuance of such permit or if the building or work authorized by such permit is suspended or abandoned at any time for a period of 180 days.

REVISIONS TO APPROVED BUILDING PLANS

Revisions to approved plans are to be submitted for approval to the Building Department. The plans will be routed to applicable departments. Revisions are to include a letter of transmittal on letterhead with the following information: date, permit number, revision number, a detailed description of the revision(s) including area locations.

Minor revisions may be submitted on an 8-1/2" x 11" format. Revisions including 8-1/2" x 11" and full sized drawings require a wet stamp & signature from the appropriate design professional if designed by a design professional. A fax copy of the stamped revision may be used in exceptional cases and must be followed with hard copies. Revisions may be faxed to (707) 678-0960. All revisions are to include a location plan with all revisions numbered and clouded. Structural revisions require submittal of calculations.

INSPECTION REQUESTS

All permits and inspections in the City of Dixon are computerized. *Inspection requests are made by calling our 24-hour recorder at (707) 678-7005.* All inspections called after 7:30 a.m. will be scheduled for the next day. Provide access to the area to be inspected (i.e. ladder for roofs) and have your approved plans and inspection card available for the inspector. To schedule your inspection on the recorder you will need to provide the following information:

- ❖ YOUR NAME, COMPANY AND PHONE NUMBER
- ❖ LOCATION OF INSPECTION (for **subdivision**, first state subdivision name, the permit number for **each lot** and type of inspection. If more than one inspection is needed on a lot, specify **all inspections** for that lot).
- ❖ TYPE OF INSPECTION
- ❖ PERMIT NUMBER
- ❖ We do not call back to verify the inspection date or time.

NOTE: WE WILL MAKE EVERY ATTEMPT TO HONOR AM OR PM REQUESTS.

FIRE DEPARTMENT:

- ❖ Contact the Dixon Fire Department at (707) 678-7060 in regards to inspections or fire prevention questions.
- ❖ Inspections need to be requested 48 hours in advance.
- ❖ Fire prevention and inspections are currently conducted by the Fire Marshall.

COMMERCIAL AND INDUSTRIAL PROJECTS “FINAL INSPECTION” - The Building Department must be contacted 5 days prior to final inspection at (707) 678-7005 To initiate the final inspection process, a sign off sheet will be provide by the Building Inspector. This sheet will need to be signed by all departments prior to a final inspection by the Building Department.

PHONE AND FAX NUMBERS

Building Department.....	(707) 678-7000
	FAX (707) 678-0960
	Inspection Requests (707) 678-7005
Public Works Department.....	(707) 678-7030
	FAX (707) 678-7039
Planning Department.....	(707) 678-7000
	FAX (707) 678-0960
Fire Department.....	(707) 678-7060
	FAX (707) 678-4251
City Business Licenses.....	(707) 678-7000
	FAX (707) 678-0960
Dixon Unified School District.....	(707) 678-5582
	FAX (707) 678-0726
Solano County Environmental Health Services.....	(707) 421-6770
	FAX (707) 421-4805
Yolo-Solano Air Quality Management District.....	(530) 757-3650
	FAX (530) 757-3670