



CITY OF DIXON

600 East A Street, Dixon, California 95620

Name of Property _____

Address/Location _____

Project Number _____

Contact Person _____

December 2004

Submittal Requirements	NON-RESIDENTIAL COMMERCIAL OR INDUSTRIAL NEW BUILDINGS AND ADDITIONS	# Plans Received	Data Received	Received by
5 sets	BUILDING PLANS: () 2 sets must be stamped & signed by a licensed architect or engineer; () Site drainage, to include property lines and easements; () Civil drawings; () Architectural; () Structural; () Plumbing, including isometric; () Electrical, including main panel, subpanel and all home runs; () Mechanical; () Landscape & irrigation drawings, stamped and signed by Licensed landscape architect or contractor; () Code Analysis Section; () forms ENV-1, MECH-1 & LTG-1.			
7 sets	CIVIL DRAWINGS – SUBMITTED DIRECTLY TO ENGINEERING			
2 Sets	SPECIFICATIONS - Omit if included in Plans			
2 Sets	STRUCTURAL CALCS - Stamped & signed by a licensed engineer or architect.			
2 Sets	TRUSS CALCS - Including connection details. Stamped and signed by a licensed engineer.			
2 Sets	ENERGY CALCS - Include all required compliance form and work sheets.			
2 Sets	SOILS REPORT - Stamped & signed by a licensed soils engineer.			
1 Letter	FROM SOILS ENGINEER - Stating that engineer has been retained for observation of engineered fill.			
2 Copies	MSDS SHEETS & QUANTITIES of chemicals used or stored on the premises.			
1 Copy	NUMBER of water meters. (If applicable).			
2 Copies	APPROVAL LETTER - From Planning (i.e. Design Review)			
1 Original	SCHOOL DEVELOPMENT FEE FORM (Fee must be paid prior to permit issuance).			
1 Letter	PGE - Giving approval if grading in their right-of-way.			
1 Each	AIR POLLUTION CONTROL DISTRICT SURVEY FORM			
	PLAN CHECK FEE			
1 Each	BUILDING PERMIT APPLICATION			

DEPARTMENT: Area Code (707)

City Hall 678-7000	City Attorney 916 441-1978	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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