

CITY OF DIXON PERMIT TRACKING SOFTWARE UPGRADE

The City of Dixon has been working to implement a new permit tracking software, EPL by Tyler. This will manage our building permits and business licenses (as well as other permits. We are near the end of the process and are getting ready to go live with the new system on Monday, September 16, 2024.

From September 9, 2024 – September 15, 2024, our vendor is performing data conversion to move data our old system to the new system. During this time, our ability to issue new permits or business licenses will be extremely limited.

Building Permits

- If you have been **previously notified that your permit is ready to pick up**, you can pay and pick up the permit as normal.
- If you are seeking to **pull a new routine over-the-counter permit** (HVAC, Water Heater, ReRoof), we can accept your application and will enter and issue it early week of September 16th, when we are on the new system.
- If the over-the-counter work is extremely **time sensitive or an emergency**, we will work with you to find a way to a temporary permit issued this week and finish up the paperwork next week.
- If you are applying for a **new permit**, that is not over-the-counter, we will accept the application materials and enter then into the system on September 16th and process as normal after that.

Business Licenses

- You will apply for a new or renewal business license as you have in the previously, through a paper application at the front counter.
- We will enter and process it after the new system is live on week of the September 16th
- Once processed, we will send you the license once issued.

The new system is scheduled to go live on Monday, 9/16/24 During the week. Thank you for your patience during this transition