



## City of Dixon

600 East A Street, Dixon Ca 95620-3697  
Phone: (707) 678-7000 Fax (707) 678-0960  
Email: [building@cityofdixonca.gov](mailto:building@cityofdixonca.gov)

# ADU Plan Submittal Checklist AB 2234

## Submittal Guidelines

**Plan Review Timelines;** In compliance with AB 2234 your application will be reviewed for completeness within 15 days of submittal. This checklist contains all of the requirements necessary for a complete submittal and you will be notified of any missing documentation within that timeframe. Failure to make a timely determination results in the application being deemed complete. The substantive timeframe for an ADU review is 30 days unless the permit has specific, adverse impacts on public health or safety and that additional time is necessary to process the application.

**Fees:** For questions regarding fees please contact Building Division [buildingdivision@cityofdixonca.gov](mailto:buildingdivision@cityofdixonca.gov) for all applicable costs.

Please see our Permit Submittal Guidelines for further information located at [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#). Here you will also find permit fee schedules and information for required impact fees.

Online Electronic Submittals are Required via the Dixon Civic Access Portal (DCAP) and is located here [City of Dixon, CA](#) An account with a log-in will be required.

## Process

Once the application/permit has been approved, you will be contacted by a permit technician via the DCAP by email regarding outstanding items required prior to plan review/ permit issuance. The appropriate party will need to pay the final fees. Once the building permit is issued, the approved plans will be available online to the responsible party and construction can start.

- All documents and/or plans submitted for electronic plan review must be in pdf format and labelled according to the naming convention contained in the Permit Submittal Guidelines.
- Each document type such as plan sets, truss calculations, energy forms, etc. must be uploaded as a separate file. Dixon Civic Access Portal (DCAP) will contain individual tiles (dropboxes) that are labelled for the type of required document.

☐ **Site Plan** drawn to scale that include:

- a. Property line dimensions including the north arrow and scale (Exp. 1/4, 3/16, 1/8 inch per foot)
- b. Location of all buildings and structures on the parcel that show the minimum separation distance(s) between the ADU and surrounding structures and property line(s).
- c. Please indicate if any trees and tree types are being removed for construction of the ADU
- d. Fire separation requirements to property lines and existing structures (Ext. Walls, Projections, Openings and Penetrations of Exterior Walls). California Residential Code R302
- e. Location of public and/or private utilities, (Sewer, Water, Electricity, and Gas). Easement locations
- f. Location and ampacity of the existing Main Electrical Service Panel at residence.

☐ **Building plans**

- a. Sheet Index that matches the plan sheets and building plans to scale (Exp. 1/4, 3/16, 1/8 inch per foot)
- b. Occupancy classification(s).
- c. Fire Suppression System. Y/N?
- d. Applicable Building Codes, (California Building, Residential, Mechanical, Electrical, Plumbing, Cal Green Energy, Fire and City of Dixon Municipal Codes).
- e. Fully dimensioned floor plan that shows all rooms. Include window and door types including sizes and egress.
- f. Exterior Elevations to scale in the North, South, East, and West directions that illustrate the roofing covering material and slope, exterior wall covering material(s), and building height.



- g. Cross Section Plan Views in the transverse and longitudinal directions that illustrate the foundation, interior and exterior walls, beams, ceilings, (or vaulted assemblies) attic spaces, and roof rafters, (or pre-manufactured trusses).

☐ **Electrical Plans** that include:

- a. Location and ampacity of panelboard, (Metered or Sub-panel).
- b. Electrical Load Calculations Worksheet for each residence or ADU only if separate service.
- c. Electrical Symbols Plan Legend.
- d. Interior and exterior receptacle outlets and AC Disconnect(s).
- e. Interior and exterior lighting fixtures and wall switch outlets.
- f. HVAC equipment, (Forced Air Unit, Air Handler(s), Heat Pump, Condenser, and AC Disconnect(s).

☐ **Plumbing Plans** that include:

- a. Size and location of existing sanitary sewer lateral serving the residence.
- b. Sewer lateral size, location, and point of connection serving the ADU.
- c. Two-way cleanout to grade.
- d. Size, length, and location of existing water supply distribution pipe serving the residence.
- e. Size, length, and location of water supply distribution pipe serving the ADU and point of connection, unless the building has its own meter.
- f. Location of the water heating appliance.
- g. Single-line isometric drawing of the gas piping system that includes the BTU rating of each appliance, material type, length of each branch and pipe drop if the accessory dwelling unit is supplied with fuel gas. California Plumbing Code, Section 1215.2.

☐ **Title24 Energy Compliance Documentation** registered with an approved data registry. Additional information is available via the following link: [www.energy.ca.gov](http://www.energy.ca.gov)

- a. Submit the required list of Low-Rise Mandatory Measures Summary as outlined in the California Energy Code and incorporate in the plans.

☐ **Structural Plans** that include:

- a. Design loads, (Roof Live 20 psf. Dead 20 psf; Floor 40 psf. Bedrooms 30 psf; Wind Loads 93 mph; Seismic Design Category D; Soil Bearing Pressure 1,500 psf; Exposure C).
- b. Roof Framing details or a signed sealed engineered truss design package.
- c. Location of all shear walls, transfer, and connections, (engineered design). Location of all braced walls, transfer, and connections, (prescriptively designed out of the California Residential Code or California Building Code for Conventional Light- Frame Construction).
- d. Foundation plan that includes foundation size, rebar reinforcement placement, stem wall, slab on grade etc.

☐ **Structural Calculations** for vertical and lateral loads needed if a California licensed architect or engineer has provided the design. If premanufactured trusses are installed, please provide the Truss acceptance letter from the engineer.

- **Solar Photovoltaics.** Once the permit has been approved and issued by the City of Dixon,



the solar submittal must be submitted separately for plan review. The solar permit will be issued separately from the accessory dwelling unit permit and the installation must be completed prior to a final building inspection. Solar (renewable energy) is required for the construction of a new attached or detached ADU unless the performance path is used for the energy analysis.

**Other Required documentation required for a complete submittal and the majority of these can be found at [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)**

- **Agent Authorization**
- **Asbestos Survey (YSAQMD)**
- **Construction and Demolition and Debris Plan**
- **Declaration/Authorization**
- **Geotech/Soil Report/ Flood Certificate**
- **Preliminary Title Report**
- **School District Form**
- **Smoke/CO2/Water Conservation form**
- **Special Inspection Agreement**

**Additional Department Approvals- Forms will be provided after plan submittal for the various agencies listed**

- **Dixon Fire Department-** A separate review and approval letter must be obtained from the Dixon Fire Department prior to permit issuance and a separate sprinkler construction permit may be required. DFD is located at 205 Ford Way Dixon, Ca 95620. Contact number **707-678-7060** or visit their website at; [Welcome to the Official Website of the City of Dixon, CA - Fire Department](#)