



CITY OF DIXON  
600 EAST A ST.  
DIXON, CA 95620-3697  
PHONE (707) 678-7000  
Building Info [Building@cityofdixonca.gov](mailto:Building@cityofdixonca.gov)

## Pre-Approved ADU Program for Designers

Refer to this handout when applying for ADU plan Pre-Approval

### Design Professionals

Qualified Professionals – How to Submit for ADU Master Plan Pre-Approval

**NOTE:** Detached ADUs only.

Architects, builders, and designers may submit detached ADU designs for review and approval and request to be added to the City of Dixon's Pre-Approved ADU Plans list after successful plan review. Pre-approved ADU plans allow for expedited permitting and can reduce time and costs for both the design professional as well as the homeowner. An application, submittal packet, and plan review fee(s) are required to be eligible for the program. Once approved, the description of the pre-approved ADU will be posted on our website, along with your contact information and floor plans.

### **Additional Information:**

You may opt out of posting the floorplan(s) but please note that it may take up to 30 days.

Pre-Approved Plans do not constitute an endorsement of the applicant (designer) or an approval of the applicant's application for a detached Accessory Dwelling Unit by the City of Dixon.

Plans for detached ADUs that have been endorsed by other agencies within the State may also be considered but will be subject to plan review and applicable fees by the city of Dixon.

The City of Dixon is not responsible for the accuracy of the contact information on its website that is provided by the applicant.

### **To Apply :**

- Review the [Pre-Approved ADU Master Plan Submittal Checklist](#) for submittal requirements
- Prepare complete set of plans as shown above
- Login or Register to the Dixon Civic Access Portal DCAP [City of Dixon, CA](#)
- Please refer to the Dixon Permit Submittal Guidelines handout located here [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)
- **NOTE:** Step 1 "Locations" in DCAP will be left blank and select Next at the bottom right

- Step 2 you will select “Pre-Approved ADU Master Plan” for the Work Class
    - Enter square footage and number of bedrooms under description
    - Calculate the valuation based upon the latest ICC Building Valuation Data of \$169.09 per square foot and enter where required. Example 659 square feet @ \$169.09 = \$111,430
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|---|--|
| R-3 Residential, one- and two-family <sup>d</sup> | 215.90   210.16   205.11   200.73   194.02   187.11   204.78   180.41   169.09 |
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- Complete remaining steps 3 through 7 as required
  - Note that each model plan shall be submitted as a separate application with separate plan review fees.
  - The actual plan review time is relative to the requirements of each project and the completeness of the submittal. Once a building permit application is complete and accurate, the City shall process the ADU Master Plan permit application within 60 days.
  - The ADU Master Plan review fee is based on the City approved fee schedule.
  - Once the ADU Master Plan is approved, a brief description of the size/type of pre-approved ADU plans and vendor contact information will be featured on the City of Dixon's webpage. The designer may also agree to post the pre-approved ADU floorplans on the website for residents to view.
  - The construction plans must meet all the 2022 California Residential Code requirements and are only valid through the 2022 California Building Code cycle (through 2025).
  - Preapproved ADU Master Plan permits must submit new applications once the City adopts new California Building Codes (update anticipated in January 2026) and every three years after.
  - Any proposed updates or modifications to the pre-approved plans shall be re-submitted as a new application for a pre-approved ADU Master Plan.
  - Site-specific building permits are required when a pre-approved ADU Master plan is chosen and a permit is applied for by a homeowner. A site-specific New ADU building permit will be subject to plan review fees except for the fees normally associated with the Accessory Dwelling Unit. See the Pre-Approved ADU Plan Site Specific Permit Checklist.