



Dixon Citizen Access Portal

Tutorial on how to submit for building
permit application on line

Dixon Civic Access

Welcome to the City of Dixon, CA Permit & Licensing Portal



Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



Apply for a Permit

Click here to apply for a new permit.



Apply for an Entitlement

Click here to apply for a new entitlement.



Apply for a Business License

Click here to apply for a new business license.



Request Inspection

Click here to request an inspection on an existing record.



Pay Invoice

Use this tool to pay for individual invoices.

Creating an account: Navigate to <https://dixonca-energogweb.tylerhost.net/apps/SelfService#/home>

Select Login and Register



Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone

Optional

Password requirements:

- ✓ At least 8 characters
- ✓ A lowercase letter
- ✓ An uppercase letter
- ✓ A number
- ✓ No parts of your username

Password

Sign up

Already have an account? [Sign In](#)

Enter the required fields and click sign up.



A screenshot of a web application's verification screen. At the top is a blue globe icon with circular arrows. Below it is a grey pill-shaped button containing the email address "dixonportalltest@gmail.com". The main heading is "Verify with your email". Below this, a message states: "We sent an email to d***t@gmail.com. Enter the verification code in the text box." A white rectangular text input field is highlighted with a red border. Below the input field is a blue button labeled "Verify". At the bottom, there are two links: "Return to authenticator list" and "Back to sign in".

Navigate to your email provider page to retrieve verification code input it and click verify



Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

Read and Acknowledge



Registration

Step 2 of 3: Personal Info

***REQUIRED**

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

* Business Phone

* Home Phone

* Mobile Phone

Fill out all required fields, ensure this information is accurate. Notices, updates, invoices, plan review comments, and correction notices will be sent via email so please ensure anyone submitting plans, requesting inspections, or project managers either have access to the email or create their own online account and the original applicant adds them to each permit record.

Step 3 of 3: Address

* Address

600 East A St

Apartment, suite, unit, floor, (optional)

City

Dixon

State

CA

Postal Code

95620

*REQUIRED

[Back](#)

[Submit](#)

Fill out the required fields and continue

Application Assistant

Search for application names and keywords 

All

Trending

My History

LICENSES

PERMITS

PLANS

< Hide Categories

All

+ LICENSES 27

- PERMITS 80

All 80

BUILDING - NON-
RESIDENTIAL PERMITS 20**BUILDING - RESIDENTIAL
PERMITS 24**ENGINEERING -
ENCROACHMENT PERMITS 2ENGINEERING - GRADING
PERMIT 1ENGINEERING -
TRANSPORTATION 3ENGINEERING -
WASTEWATER DISCHARGE
PERMITS 3

FIRE - BURN PERMIT 1

FIRE - CONSTRUCTION
PERMIT 20

SPECIAL EVENT PERMITS 4

+ PLANS 3

**Building (ADU) Addition**Category Name:
BUILDING -
RESIDENTIAL
PERMITSDescription:
Addition to existing ADU-Attached to the main home or
detached**Apply****Building (ADU) Alteration/Remodel/Repair**Category Name:
BUILDING -
RESIDENTIAL
PERMITSDescription:
Work on an existing ADU that does not result in additional
square footage**Apply****Building (ADU) New Construction**Category Name:
BUILDING -
RESIDENTIAL
PERMITSDescription:
A new attached or detached ADU or a new Junior Accessory
Dwelling Unit. A JADU is within footprint of existing home that
does not result in an increase in the size of the dwelling.**Apply****Building (Residential) Accessory Structure**Category Name:
BUILDING -
RESIDENTIAL
PERMITSDescription:
Residential accessory structure would include permissible
items such as sheds and trellises that exceed 120 square feet or
ANY size shed or trellis that also includes any electrical
mechanical or plumbing elements.**Apply****Building (Residential) Addition**Category Name:
BUILDING -
RESIDENTIAL
PERMITSDescription:
Any work to a single or two family home that results in added
square footage. Residential load calculations and Title 24
analysis**Apply****Applying for a permit:**

1. Navigate to Apply tab in the center of the navigation bar.
2. Select the filters or search for permit application
3. Read and review all available permit types/work classes to ensure you are applying for the correct permit as failure to do so may result in voiding and starting over in the correct permit type and work class. If you have questions call 707-678-7005 for clarification

Apply for Permit - Building (ADU) Alteration/Remodel/Repair

*REQUIRED



PERMIT DETAILS

Please fill out all relevant fields as they pertain to your application. The Description box should include a brief scope of work that includes any or all construction and alterations.

* Permit Type

* Description

* Square Feet

* Valuation

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Completing an Application: Fill out the required field accurately and click Next

Apply for Permit - Building (ADU) Alteration/Remodel/Repair

*REQUIRED

**CONTACTS**

Please provide the contact information for the Tenant/Owner and Contractor if not the same as Applicant. If applicable, additional contacts may also be provided. Plan review can be performed without a registered contractor but, unless the project qualifies as an exception, such as owner-builder, no permit will be issued until a licensed contractor submits a signed permit application.

Applicant  DIXON ACCOUNT (You) 600 East A St., Dixon, CA, 95620	<table><tr><td>Contractor</td><td>Owner/Builder</td></tr><tr><td>Add Contact +</td><td>Add Contact +</td></tr><tr><td colspan="2">REQUIRED</td></tr></table>	Contractor	Owner/Builder	Add Contact +	Add Contact +	REQUIRED		<table><tr><td>Owner</td></tr><tr><td>Add Contact +</td></tr><tr><td>REQUIRED</td></tr></table>	Owner	Add Contact +	REQUIRED
Contractor	Owner/Builder										
Add Contact +	Add Contact +										
REQUIRED											
Owner											
Add Contact +											
REQUIRED											
<div>Applicant ▼</div> <div>Add Contact +</div>											

Back

Create Template

Save Draft

Next

Adding Contacts: Please note any additional contacts such as inspection technicians, project managers, and homeowners can be added here that need access to the record

1. Click and add all required contacts.
2. Utilize the search feature first to verify if there is an existing contact already.
3. Complete and click next



Page and Fields will
change based on
Permit Type

HomeDashboardApplyMy WorkMapCalendar0

Apply for Permit - Solar w/Main Panel Change & ESS Battery SolarApp

*REQUIRED

1234567

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

MORE INFO

Be sure to Input SolarApp+ Approval Number accurately in the field below. Any discrepancies from what is approved through your SolarApp+ approval will not be able to be inspected and you will be required to resubmit revised and approved documents. Re-inspection and Revision fees may apply.

General Info

TopMain Menu

*Project Type

*Number of KW

*SolarApp Approval ID

SA12Ab34cD-1a-B2-3cD4-Z

*Total KWh

*Existing Main Panel Rating

*New Main Panel Rating

BackCreate TemplateSave DraftNext

Fill Out all required fields accurately Click Next





Apply for Permit - Building (ADU) Alteration/Remodel/Repair

*REQUIRED



Attachments

Please attach all of the required materials specified below. Plans to include Survey, Site plan, Architectural, Structural, MEP and Fire Plans.

 Asbestos Survey 1.pdf Size: 759.83 KB Remove	 Construction Debris 2.pdf Size: 759.83 KB Remove	 Declaration/Authorizati 3.pdf Size: 759.83 KB Remove	 Project Plans 4.pdf Size: 759.83 KB Remove
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Select Type 

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

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Attach all of the required documents for the permit type, required documents will change based on the permit type. Please ensure to upload the most recent version failure to do so at this step may result in resubmittal and additional plan check fees. [This will be reviewed by the permit tech before the submittal is accepted and considered a complete submittal to be routed for plan check/plan review.](#)

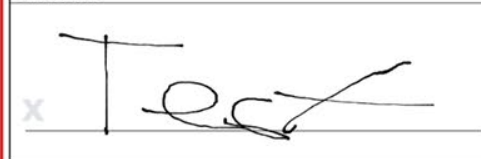
Apply for Permit - Building (ADU) Alteration/Remodel/Repair

*REQUIRED

**SIGNATURE**

(I) (WE) affirm and certify that (I) (WE) understand and will comply with the provisions and regulations of the City of Dixon and California Building and Fire Code. (I) (WE) further certify that the above statements and the statements and showings made in any submittal herewith are true to the best of (my) (our) knowledge and belief. Further, (I) (WE) understand that the application, attachments and fees become part of the Official Records of the Community Development Department - Building Division and are not returnable. (I) (WE) also recognize that if one or more deficiencies exist in the application, (I) (WE) will be notified of the deficient items, and the department shall take no further action on the application until the required information is submitted. (I) (WE) understand that misrepresentation of information contained within this application may be cause to void any development approvals associated with this application.

* Please type your name as consent to electronically sign this application.

Enable Type Signature DIXON ACCOUNT
October, 08 2025[Clear](#)[Back](#)[Create Template](#)[Save Draft](#)[Next](#)

Read and sign (either electronic or signature)

My Permits

Attention	Pending	Active	Recent	Draft
1	1	1	1	0
Photovoltaic - (Sola... 1	Building (Residentia... 1	Photovoltaic - (Sola... 1	Building (Residentia... 1	

[View My Permits](#)

My Plans

Attention	Pending	Active	Recent	Draft
0	0	0	0	0

[View My Plans](#)

My Inspections

Requested	Scheduled	Closed
0	0	0

My Invoices


Current	0	\$0.00
Past Due	0	\$0.00
Total	0	\$0.00

Permit Number: BLDR-002542-2025

[Add to Cart](#)[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Building (Residential) Reroof	Status:	Submitted - Online	Project Name:	
Applied Date:	09/03/2025	Issue Date:			
District:	City of Dixon	Assigned To:	Hudson, Terra	Expire Date:	
Square Feet:	123.00	Valuation:	\$123.00	Finalized Date:	
Description:	123				

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress  14% Completed ● Completed ● In Progress ● Not Started	Workflow <div>✔ Application Review (Application Completeness) - Passed: 09/03/2025</div> <ul style="list-style-type: none"><input type="radio"/> Confirm all Permit Fees Invoiced and Paid<input type="radio"/> Set Issue Date and Permit Status to "Issued"<input type="radio"/> Print/Attach - Permit Card<input type="radio"/> Print - Permit Inspection Card<input type="radio"/> Roof Nail (BLD) -<input type="radio"/> Final (BLD) -	Available Actions <div>No Actions</div>
Fees \$0.00 View Details Add to Cart		

Once the permit tech has reviewed your application, you will need to pay for your plan check fees select your permit record from the dash board or my work and then add the fees that have been invoiced to your cart. Your plan review will not begin until fees have been paid and application acceptance review completed and approved.

Permit Number: BLDR-002542-2025

[Add to Cart](#)[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Building (Residential) Reroof	Status:	Issued	Project Name:	
Applied Date:	09/03/2025	Issue Date:	10/08/2025		
District:	City of Dixon	Assigned To:	Hudson, Terra	Expire Date:	10/08/2026
Square Feet:	123.00	Valuation:	\$123.00	Finalized Date:	
Description:	123				

[Summary](#)[Locations](#)[Fees](#)[Reviews](#)[Inspections](#)[Attachments](#)[Contacts](#)[Sub-Records](#)[More Info](#)

Progress



Fees

\$0.00

[View Details](#)[Add to Cart](#)

Workflow

- Print - Permit Inspection Card - Passed
- Print/Attach - Permit Card - Passed
- Application Review (Application Completeness) - Passed : 09/03/2025
- Set Issue Date and Permit Status to "Issued" - Passed : 10/08/2025
- Confirm all Permit Fees Invoiced and Paid - Passed : 10/08/2025
- ☐ Roof Nail (BLD) -
- ☐ Final (BLD) -

Available Actions


No Actions

Once permit application acceptance and Plan review are completed and approved and the Permit is fully paid for the status of the permit will become issued and the permit record will be eligible to schedule inspections via the portal.

Scheduling inspections
 navigate to the inspections
 tab on the permit record and
 as long as all prerequisites
 are met you will be able to
 select the desired inspection
 to schedule then hit request
 inspection

Permit Number: BLDR-002542-2025

Add to Cart



Permit Details | Tab Elements | Main Menu

Type:	Building (Residential) Reroof	Status:	Issued	Project Name:	
Applied Date:	09/03/2025	Issue Date:	10/08/2025		
District:	City of Dixon	Assigned To:	Hudson, Terra	Expire Date:	10/08/2026
Square Feet:	123.00	Valuation:	\$123.00	Finalized Date:	
Description:	123				

 Summary | Locations | Fees | Reviews | **Inspections** | Attachments | Contacts | Sub-Records | More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
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No records to display.

Request Inspections

Sort Order

Description	Reinspection	Action
Roof Nail	No	<input checked="" type="checkbox"/>
Final Building	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 10 1 - 2 of 2 << < 1 > >>

Request Inspection

Optional Inspections

Description	Action
Miscellaneous (BLD)	<input type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

[Back](#)

Request Inspections (1)

*REQUIRED

#BLDR-002542-2025

Inspection Type: Roof Nail (BLD)

Case Type: Building (Residential) Reroof

Address: 600 E A ST Dixon, CA 95620

* Requested Date

AM

Comments/Gate Code

Submit

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Today

Clear

Close

Select the inspection Date and time frame AM or PM. Please ensure to put in any comments and the contact information of the technician onsite that will be meeting with the inspector.

Questions and Live Demo

If you have Questions or Issues Contact:

Buildingdivision@cityofdixonca.gov

916-678-7005

Thank you in advance for your patience with us as we work through any technical issues while we continue to try and improve the Dixon Citizen Access Portal as we transition to a full online experience.