



CITY OF DIXON
600 EAST A ST.
DIXON, CA 95620-3697
PHONE (707) 678-7000

Building Info Building@cityofdixonca.gov

Instant Permit Residential HVAC (Changeout Only)

Instant permits are available for a specific group of routine residential permits. It is critical to enter all the necessary information and to provide all the documents as required. Missing or incomplete information may result in additional fees and/or the need to submit for a new permit as directed by the field inspector.

Please visit the city Civic Access Portal City of Dixon, CA and log-in or create an account. You can review detailed instructions at Welcome to the Official Website of the City of Dixon Welcome to the Official Website of the City of Dixon, CA - Permits

- Create account or log-in**
- Select** [Apply for a Permit](#)
- Select Mechanical (Residential) HVAC Changeout Only Instant Permit ***
then select [Apply](#)

1. **Location** - enter location and verify APN then select [Next](#)

2. **Type** – Enter description, square footage and valuation then select [Next](#)

NOTE – Description required to include the following

- Description of work** – Like kind – Direct Replacement only
- Description of location(s)** – Attic, Garage, Rear Patio, Roof Pack, Split, etc.
- Confirmation of same fuel source** - No increase of Energy Demand

3. **Contacts** – Enter Applicant, Contractor, Owner/Builder and Owner then select [Next](#)

4. **More Info** – Enter all required information and signatures then select [Next](#)

5. **Attachments** – Construction Debris (signed), Declaration/Authorization (signed), Smoke/CO2 (signed), T-24, CSLB (upload current license), and City of Dixon

Business License (upload current license) then select [Next](#)

6. **Signature(s)** – as required then select [Next](#)

7. Review and Submit then select

Next

8. Fees – Follow payment instructions as required to complete the process

Important – Please read the following

This mechanical (Residential) permit type is to be used for direct unit replacements with no location, style, fuel source or ductwork changes.

Title 24 analysis and CF-1R, CF-2R and CF-3R documents will be required to be uploaded during the application process.

For example, this permit type may not be used when replacing a traditional split system with a heat pump (or mini split).

Be advised that selecting this permit type for anything other than a direct replacement may result in additional fees and in some cases the installation may not be permissible without expensive upgrades and delays. Please refer to our Residential Furnaces and HVAC Changout Only Instant Permit handout for further information located [Welcome to the Official Website of the City of Dixon, CA - Permits](#)

Inspections required

1. **Final inspection** HVAC is installed will all plumbing connections, safety and manufacturers requirements completed.
2. **Smoke and Co verification** (inside) or signed declaration of installation from contractor or homeowner

Inspection requirements

1. To be successful with your inspections and avoid a cancellation, we require a few things on site:
 - ✓ Please have your permit card and inspection card onsite. **NOTE: A digital copy is acceptable if/when the approved plans can be verified (city stamp) and shown to the inspector.** Paper plans and permits need to be with the responsible party or posted somewhere obvious and able to be seen clearly from a distance. At least one person, 18 years of age or older, shall be present for the inspection if there are minors at the job site.
 - ✓ **When digital plans are not available**, please have the approved job copy of plans (stamped, approved, signed and dated by City of Dixon Building Department with the correct size, as listed below, onsite with the required documents specific for your project.
 - Residential New Structures 24" x 36" minimum
 - Addition/Remodel 24" x 36" minimum
 - Patio Cover 11" x 17" minimum
 - Small Repairs 8.5" x 11" minimum
 - Pool/Spa 11" x 17" minimum
 - Solar 11" x 17" minimum

- Commercial 24"x 36" minimum
- ✓ Unless previously discussed, a person must be onsite to walk the inspection with the inspector
- ✓ Ladder Protocols - if a ladder is needed to conduct the inspection, a Type 3 ladder shall be provided by permit holder. The ladder shall be set up prior to the inspector's arrival and shall be securely tied down for safety.
- ✓ If anything needs to be inspected that is under floor, open trench, within walls, within the ceiling, etc. it is up to the permit holder to leave it exposed until the inspection is completed. If the inspection area is covered (including not visible or accessible) it is at the cost of the permit holder to expose the area and repair the area after inspection.
- ✓ If there is an exposed hole be sure to clearly mark the area for safety if it is needed to be exposed for an extended amount of time.
- ✓ Keep the site clean and clear of trash. For safety pick up nails, scrap metal etc. If the inspector needs to replace their vehicle tires you will be charged a re-inspection fee.

****Be advised** if the project is not ready for the requested inspection, or if plans/documents are not on site, the inspector will result as NOT READY/CANCEL. If it happens more than one time, there may be re-inspection fees charged. Re-inspection fees must be paid in person before requesting another inspection. For general questions about the permit resubmittal process or requirements, please contact the Building Division at (707) 678-7000 x1789 or building@cityofdixonca.gov

Installation Requirements (Avoid Common Corrections)

- ✓ Provide the proper clearance between vent piping and combustible materials, e.g. wood, gypsum wallboard, etc. CMC 907.2
- ✓ Single-wall metal piping shall be secured with at least 3 sheet metal screws at each joint. CMC 603.9
- ✓ Provide protection of appliances from mechanical damage as indicated in Section CMC 305.1.1
- ✓ Single-wall connector max horizontal length shall be 75% height of chimney/vent. CMC 802.10.8.1
- ✓ Electrical disconnect within sight CMC 301.4. The branch-circuit overcurrent device shall be permitted to serve as the disconnecting means where the switch or circuit breaker is within sight of the appliance or be capable of being locked in the open position (lockable breaker). If manufacturer allows cord-and-plug for the appliance, then a lockable main panel is acceptable. CEC 422.31 & CEC110.25
- ✓ Provide an electrical outlet within 25 feet (same level) of the appliance for service and maintenance purposes. 301.4 CMC.
- ✓ Tamper-resistant caps on outdoor refrigeration ports CMC 1105.11
- ✓ All outdoor equipment shall be seismically braced and secured in place CMC 303.4 and raised min 3 inches above ground. CMC 1105.2
- ✓ Provide required accessibility for inspection, service, repair, and replacement of all equipment and appliances. CMC 304
- ✓ All plastic piping that terminates to the exterior shall be protected by paint or other approved method to avoid deterioration from U.V. rays. Rodent proofing is required at penetrations per CMC 316.10.
- ✓ Primary drain lines trapped per manufacturer requirements CMC 310.5 and secondary drains to be in readily observed location CMC 310.2

- ✓ Sediment trap (drip leg) installed between gas shut-off valve and flex connector - typical. CPC 1312.9
- ✓ Where any equipment or appliance is installed in a space where damage can result from condensate overflow, a drain line shall be provided and shall be drained by a waste pipe with a slope not less than 1/8th inch per foot (or 1%) of approved corrosion resistant material not sized smaller than the appliance outlet. Condensate or wastewater shall not drain over the public way.
 - In addition to the above one of the four (below) is required for condensate control. CMC 310.2(1),(2),(3) & (4)
 - A water level detecting device that will shut off the equipment or appliance in the event the primary drain is blocked
 - An additional watertight pan of corrosion-resistant material, with a separate drain line, installed beneath the cooling coil, unit, or the appliance to catch the overflow condensate due to a clogged primary condensate drain.
 - An additional drain line at a level that is higher than the primary drain line connection of the drain pan.
 - An additional watertight pan of corrosion-resistant material with a water level detection device installed beneath the cooling coil, unit, or the appliance to catch the overflow condensate due to a clogged primary condensate drain and to shut-off the equipment.
 - The additional pan or the additional drain line connection shall be provided with a drain line not less than 3/4 of an inch nominal pipe size, discharging at a point that is readily observed.
- ✓ Condensate drains require cleanouts CMC 310.3.1
- ✓ Listed (UL 2158A) transition ducts (flex) CMC 504.4 limited to 6 feet CMC 504.2.2, shall be single piece and not concealed CMC 504.2.2 & Manufacturers installation. Max 14 total horizontal and vertical feet including (2) 90-degree elbows. CMC 504.4.2.1
- ✓ Attach installation requirements to appliance CMC 303.1
- ✓ Gas utilization appliances in garages and in adjacent spaces open to the garage shall be installed so that burners and burner-ignition devices are located not less than 18-inches above the floor unless listed as flammable vapor ignition resistant. 305.1 CMC.
- ✓ Provide air for combustion and ventilation. 701.0 CMC.
- ✓ Provide working space 30x30 on the service side of the equipment CMC 304.1
- ✓ Structural calculations may be required for any attic or rooftop mounted equipment that requires framing.

NOTE : Heat Pumps are not eligible for an Instant Permit

I have read and understand the requirements and limitations of the instant permit that I have applied for. I understand that work that has been performed beyond the scope of this type of permit may be subject to additional fees including a separate permit without a refund of the permit pulled in error.

Name _____

Date _____