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

Instant Permit Residential Service Panel Requirements

Instant permits are available for a specific group of routine residential permits. It is critical to enter all of the necessary information and to provide all of 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 Electrical (Residential) Service Change 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
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), City of Dixon Business License (upload current license), and the Project Plans below**

   Required - Add Attachment Select Type Use Other – (Misc. Supporting Documentation) for the following Project Plans

   - ☐ **Description of work – Service upgrade, Panel replacement, Size (Amps), etc.**
   - ☐ **Description of location(s) – West Side of home, Garage, etc.**
   - ☐ **Description of service – underground or overhead service feeder**

- **Uploaded photo of existing panel with the labelled circuits clearly visible**
- **Site/plot plan showing size and location of electrical panel and gas meter.**
- **Provide information on re-establishing the grounding system and show locations.**
- **Provide elevation drawing showing electrical meter and required horizontal clearance to gas meter per PG&E Regulations. Illustration below (pgs 4 & 5)**

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 permit is for any addition, alteration, or replacement of a service panel located at a Residential building or structure.

This permit is not to be used for subpanels or other electrical equipment other than a main panel replacement on an individual dwelling unit.

Please refer to our Residential Electrical Service Change Instant Permit handout. This handout can be found on the City of Dixon permits page located here Welcome to the Official Website of the City of Dixon, CA - Permits

Inspections required

1. **Rough inspection (Meter Release)** New Panel is in place with complete grounding electrode system installed, all wires terminated, all overcurrent protection devices installed (torque test is required here), and is otherwise ready to be energized by the utility. If approved at this time the city inspector will notify the provider that a meter installation is approved in real time from the site.

2. **Final inspection** The panel will be inspected for completeness and installation per the California Electric Code and the manufacturers requirements.

3. **Smoke and Co verification** Inspection/test of required smoke and CO alarms (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 jobsite.

- ✓ **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

Verify requirements with local utility provider (below)

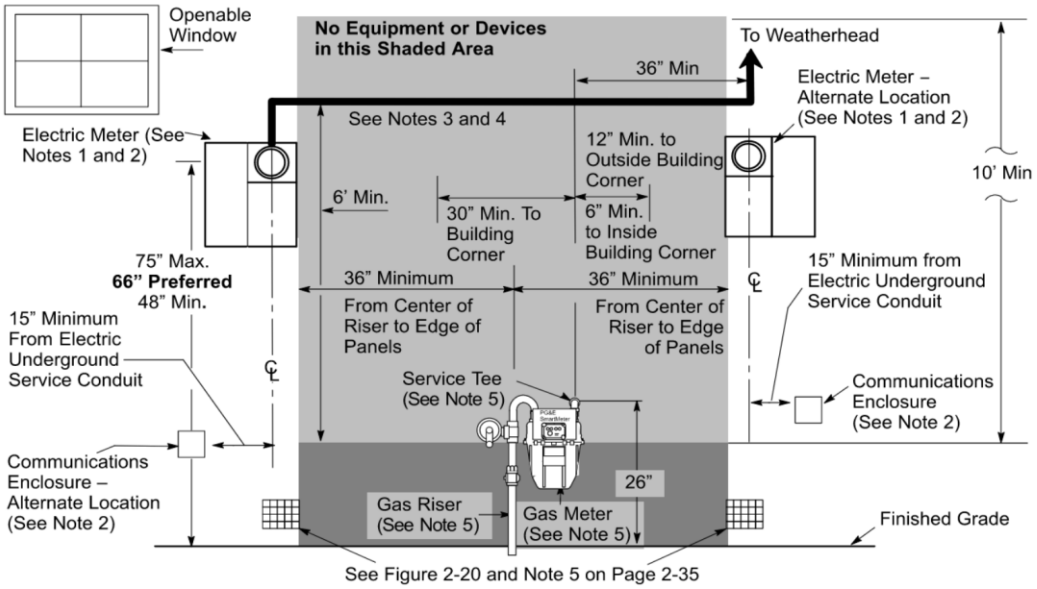
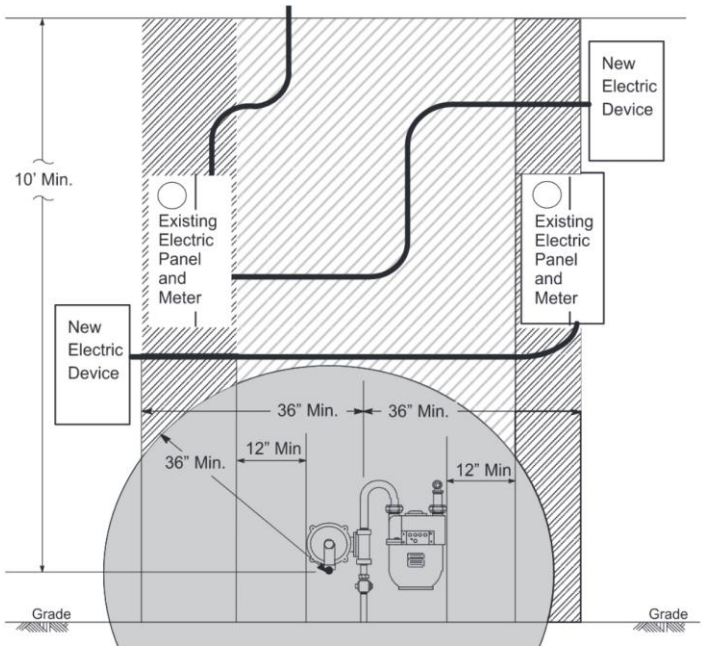


Figure 2-19
Electric and Gas Meter Set Separation Dimensions and Clearances

2.4.2. (continued)



Installation Requirements (Avoid Common Corrections)

- Breakers not listed for new panel CEC 110.3B
- Double lug present at breakers not listed for that use CEC 110.14A
- More than one grounded conductor (neutral/white/grey) per terminal CEC 408.41
- Handle tie or single handle for multiwire circuits CEC 210.4B
- Incomplete or missing grounding electrode system or conductors for that purpose CEC 250
- Less than two (2) ground rods where required (resistance greater than 25 ohms) – do not cut CEC 250.53A 2&3
- New panel within 3 feet of gas vent (blow-off) **See diagrams above**
- Bonding around meters, regulators, water heater piping, etc. is incomplete CEC 250.53D1
- Water line may not be only grounding electrode CEC 250.53D2
- Max Height of operating handle of breaker greater than 6 foot 7 inches CEC 240.24A
- Working space 30 inches wide minimum and 36 inches deep CEC 110.26A 1&2
- Open knockouts and/or missing twist outs CEC 110.12A
- Panel not labelled CEC 408.4A
- Re-establish grounding system with 2 – 5/8" copper coated grounding rods, 8 feet long driven in the ground, 6 feet apart (CEC 250.52) with grounding electrode conductor sized per CEC Table 250.66, or other approved grounding systems in CEC 250.52-58.
- Surge protection is required to be installed in all new and replacement main service panels per CEC 230.67