



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

Building Info Building@cityofdixonca.gov

Instant Permit Residential Water Line Repair/Replace 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 Plumbing (Residential) Sewer Line 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 as then select [Next](#)

5. Attachments – Construction Debris (signed), Declaration/Authorization (signed), Smoke/CO2 (signed), 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

- Site Plan showing the house and property lines**
- Materials and developed length of system or repair on the plans**
- Identify locations of pipe repairs or replacements**
- Open trench or trenchless replacement**

□ **Any large trees on the property and distance from the scope of work**
Apply for encroachment permit at [Welcome to the Official Website of the City of Dixon, CA - Applications, Permits & Fees](#) if a city connection or any sidewalk/street work is required

then select

Next

6. **Signature(s) – as required then select**

Next

7. **Review and Submit then select**

Next

8. **Fees – Follow payment instructions to complete the process**

Important – Please read the following

This permit type is for the installation of a replaced water service line for a residential dwelling as well as work that includes repairs to the main water line.

A specific scope of work is required as well as a city encroachment permit depending on the location of the point of connection. Please consult with the City of Dixon Engineering Department for specific information for your address.

Rough and trench inspections are required as well as tracer wire placed with a min of 14 AWG for nonmetallic water pipe.

Pressure test is required for 15 minutes minimum at equal or greater than working pressure and a minimum 12 inch coverage from the top of the pipe layered and tampered in place. Please refer to our Residential Plumbing Water Line Instant Permit. 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. **Underground plumbing/Rough** Plumbing system or section is complete and installed with approved bedding as needed. Pressure test is required.
 - a. Test (15 mins water test at working pressure or greater for plastic) (Air test 50 psi for 15 mins/per manu for non plastic) CPCX 609.4 Air test not allowed for plastic CPC 723.1
2. **Final inspection** Backfill complete and any damage to property has been remedied. Enroachment permit to have been already complete prior to this inspection.
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

Installation Requirements (Avoid Common Corrections)

- ✓ Polyethylene and PVC not allowed for water supply CPC 604.1
- ✓ Copper water line Type L below building CPC 604.3
- ✓ Copper or copper alloy tubing (under slab) shall be installed without joints. CPC 609.3
- ✓ Install per manufacturers requirements
- ✓ Reinstall listed grounding electrode conductor clamp to metallic water pipe system

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 permit type may be subject to additional fees including a separate permit without a refund of the permit pulled in error.

Name _____

Date _____