



CITY OF DIXON
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ADU, Duplex & Townhome Submittal AB 2234

ADU, Duplex and Townhome Submittal Requirements AB 2234

This packet is for projects that involve new construction requiring Plan Review.

This packet outlines the common plans, calculations, and forms you may need to provide if you are:

- Building an **ADU, Duplex or buildings with 3 or more townhouse units**
- Reference: **2025 California Building Code and 2025 California Residential Code**

GENERAL INSTRUCTIONS FOR PLANS AND CALCULATIONS

Anyone can prepare plans for these types of buildings if they design to the prescriptive requirements of the California Residential Code and the buildings are not greater than 3 stories ; however, they must be drawn to scale and clearly show the scope of work being proposed. If any portion of a structure deviates from conventional framing, the Building Department will require the plans, drawings, specifications, or calculations for that portion be prepared by or under the direct supervision of a registered California licensed engineer or architect. The registered design professional must also stamp and sign the sheets pertaining to this work.

This handout is designed to aid with the submittal process for the City of Dixon specifically when not applying electronically through the Dixon Civic Access Portal (DCAP). Directions for using DCAP **Dixon Civic Access Portal** [City of Dixon, CA](#) can be found here [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#) Please note that the requirements contained in this handout will be the same when using DCAP as they will be using a traditional paper submittal method.

Follow these plan submittal requirements: Note: all plans will first be submitted to the Building Department located

600 E A Street, Dixon Ca 95620 and at Building@cityofdixonca.gov Once received your plans will be routed to the other departments

Plan Set Requirements	Item As Applicable to Your Project	Reviewed By
Hard Copy Submittal <u>and</u> Electronic Submittal	Plans showing site, setbacks, landscaping	Planning Division
	Building, electrical, mechanical, and plumbing plans	Building Division
	Encroachment or right of way, Easements	Engineering Department
	Fire Prevention, Fire Sprinklers (Separate submittal directly to Fire)	COD Fire Department

<p>Plan preparer is to sign all plans. A single PDF for all of the plans will be required for a traditional paper submittal as well as when using the Dixon Civic Access Portal. DCAP</p>	<p>Plan set typical:</p> <ul style="list-style-type: none"> ▪ Cover Sheet with project description, address, APN, list of deferred items ▪ Site Plan ▪ Architectural Plan, Elevations ▪ Structural Plan, Details* ▪ Truss Details and Calculations (may be deferred)* ▪ Electrical / Solar Plan ▪ Mechanical Plan ▪ Plumbing Plan ▪ Title 24 Energy Document ▪ Green Checklist <p style="text-align: right;"><i>Plan preparer is to sign all plans.</i></p> <p><i>*Architect or Engineer (when needed for the design) is to stamp and sign all pages and sign/ stamp the cover page for Plan Sets and Calculations</i></p>
<p>Calculation Requirements</p> <p>Submit with plan set</p>	<p>Required calculations may include:</p> <ul style="list-style-type: none"> ▪ Structural calculations, vertical and lateral loads ▪ Title 24 Energy Calculations and forms for: <ul style="list-style-type: none"> ▪ New construction or alteration of the existing building envelope ▪ CF-1R and energy forms completed, signed, and printed on plans ▪ Insulation Certificate attached to plans ▪ Performance analysis and backup forms <p><i>Preparer, Architect or Engineer is to sign and stamp all documents</i></p>

ADU, Duplex, & Townhome Plan Submittal Requirements

INFORMATION TO INCLUDE ON PLANS. The following pages outline the minimum information that should be included on each type of plan. This outline pertains to typical projects

Information to Include:

ADU – ADU | DUP – DUPLEX | TWN – TOWNHOME

	ADU	DUP	TWN
A-1 Cover Sheet	■	■	■
1. Project Address, Assessor's Parcel Number	■	■	■
2. Preparer Name, Title, Registration (if applicable), Address, and Phone Number	■	■	■
3. Legal Property Owner's Name, Address, and Phone Number	■	■	■
4. Scope of Work identifying all work proposed under this permit	■	■	■
5. Occupancy Groups Classification (e.g., R3 and U) and Type of Construction (e.g., Type VB)	■	■	■
6. Gross Area Per Floor, Building Height, Scale	■	■	■
7. Index of Plans	■	■	■
8. Applicable Codes, e.g., 2022 CBC, CRC, CEC, CMC, CPC & Calif. Building Energy Efficiency Standards	■	■	■
A-2 SITE PLAN - Draw to scale. Show:	■	■	■
9. Full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, Street Name/s	■	■	■
10. Small Vicinity Map including North Arrow	■	■	■
11. Building Footprint and Roof Line with all projection and dimensions to property lines	■	■	■
12. Any Recorded Easements and Visible Utilities (meters for electric, gas, and water on site)	■	■	■
13. Location of existing fire hydrant within 500 feet of project	■	■	■
A-3 GRADING PLAN - Drawn to scale. Show:	■	■	■
15. Pad Elevations, Ground Slope Drainage Scheme and Topographic drawn to 1'-0" or 2'-0" Contours	■	■	■
16. Location of existing and proposed Retaining Walls	■	■	■
17. Show how fire safe regulations will be met for driveway & property	■	■	■
A-4 ARCHITECTURAL PLANS	■	■	■
18. Foundation and Structural Floor Framing plans	■	■	■
19. Proposed Floor plans	■	■	■
20. Exterior Elevations	■	■	■
21. Structural Material Specifications	■	■	■
22. Structural and Architectural Details	■	■	■
23. Typical Cross Sections in each direction	■	■	■
24. Shear Wall & Holdown Plan with table of wall type, nailing, anchor bolts, sill nailing, transfer connections holdowns and bolts	■	■	■

A-5 DETAIL SHEETS as applicable. All details and sections should cross-reference.	■	■	■
25. Window Schedule detailing egress, safety glazing, and any skylight-approved listing numbers	■	■	■
26. Door Schedule listing sizes and types	■	■	■
27. Flashing: Vertical and Vertical -to-Horizontal junctures of materials	■	■	■
28. Footing, Piers, and Grade Beams: Detail all post-to-beam, post-to-footing and beam-to-beam connections or call out approved metal connectors.	■	■	■
29. Post and Girder Connections	■	■	■
30. Roof: Eaves, Overhangs, Rakes and Gables	■	■	■
31. Floor Changes such as wood-to-concrete flashing details	■	■	■
32. Handrails, Guardrails and Support Details	■	■	■
33. Structural Wall Sections with details at foundation, floor and roof levels	■	■	■
34. Stairway Rise and Run, Framing, Attachment and Dimensions of Members	■	■	■
35. Shear Transfer and Holdown Bolt details	■	■	■
36. Prefabricated Fireplace with approved listing number	■	■	■
A-6 ROOFS AND TRUSSES	■	■	■
37. Roof Framing Plan with truss I.D. number and manufacturer's name	■	■	■
38. Truss Plans reviewed and stamped approved by responsible design professional	■	■	■
39. Detail of all truss splices, connections, plate sizes and hangers	■	■	■
40. Show all trusses including gable bracing and bridging	■	■	■
A-7 MECHANICAL, PLUMBING, AND ELECTRICAL COMPONENTS	■	■	■
41. Location of HVAC equipment and size and water heating noting BTU/HR output and fuel source	■	■	■
42. Locations of plumbing fixtures, listing all required dimensions	■	■	■
43. Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels, and main panels	■	■	■
TITLE 24 BUILDING ENERGY EFFICIENCY STANDARDS AND CALGREEN	■	■	■
44. CF-1Rs and required energy analysis forms completed, signed and printed on plans	■	■	■
45. CF-GR and Insulation Certificate attached to plans	■	■	■
46. Performance Analysis and Backup forms included	■	■	■

OTHER DOCUMENTS, PLANS AND INFORMATION

Depending on the project, other documents or plans may be required. Examples include:

- Soils Report and Geologic Hazard Study if in a Geologic Hazard Zone
- Pools and Spas
- Demolition of Structures on site
- Underfloor and attic ventilation
- Load calculations of existing panel if new buildings do not have a separate meter(service)
- Solar Systems are required for all new residential buildings (plans may be deferred but will need to be installed and approved prior to occupancy)
- Other items as required by the City of Dixon Community Development Department