CITY OF DIXON
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Online Submittal Requierments
NonResidential New/Altered Com/Ind/MultiFam

Instructions for submittiung building permit applications on-line using the Dixon Civic Access Portal

NON-RESIDENTIAL COMMERCIAL/ INDUSTRIAL/ MULTIFAMILY
NEW BUILDINGS AND ADDITIONS/ ALTERATIONS/ REMODELS/ TI

BUILDING PLANS and DOCUMENTS: Digital versions of all the below (Please combine the following below)

Plans must be stamped & signed "wet or electronic" by a licensed architect or engineer

o	**COVER PAGE**	Legal address, APN, designer/contractor/owner info, Deferred schedule, descripton of work, sqare footage
o	**SITE**	Include property lines and easements; site plans
o	**CIVIL**	Infastructure to include all utilities, connections, PUE,etc
o	**ARCHITECTURAL**	Including egress plan and fire rated constructin
o	**STRUCTURAL**	Structural design criteria; wind, siesmic, risk cat, etc
o	**PLUMBING**	Including isometric, grease interceptor, etc.
o	**ELECTRICAL**	Including main panel, subpanel, home runs, lighting, etc.
o	**MECHANICAL**	Including HVAC, Type I/II Hoods, smoke detection, etc.
o	**LANDSCAPE AND IRRIGATION**	stamped and signed by Licensed landscape architect, WELO compliant calculations and plans
o	**CODE ANALYSIS**	Occupancy group, construction type, occupant load
o	**ENERGY ANALYSIS**	Required documentation, calculations, compliance path
o	**SPECIFICATIONS**	Omit if included in Plans
o	**STRUCTURAL CALCS**	Stamped & signed by a licensed engineer or architect.
o	**TRUSS CALCULATIONS**	Including connection details. Stamped and signed by a Licensed Engineer

- o **SOILS REPORT**   Stamped & signed by a licensed soils engineer.

- o **FROM SOILS ENGINEER**   Stating that engineer has been retained for observation of engineered fill, etc

- o **MSDS SHEETS & QUANTITIES**   Chemicals used or stored on the premises.

- o **NUMBER**   Water meters. (If applicable).

- o **APPROVAL LETTER**   From Planning (i.e. Design Review), COA

- o **SCHOOL DEVELOPMENT FEE FORM ***   Fee must be paid prior to permit issuance

- o **PG&E**   Giving approval if grading in their right-of-way.

- o **AIR QUALITYSURVEY FORM** *   Air district questionarre

- o **SPECIAL INSPECTION AGREEMENT ***   Signed by all required parties

- o **ACCESSIBILITY WORKSHEET ***   Path of travel improvements for alterations and additions

* Documents available [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)

General submittal requirements - electronic through our portal DCAP - All submittals (commercial / industrial / multifamily):

1. All submittals must be submitted electronically through the Dixon Civic Access Portal (DCAP)
   a. Contractors must obtain or have an active City of Dixon Business License and an active CA Contractor's License.
      [Check A License - CSLB](#)
   b. Property Owners / Residents can upload submittals through DCAP, with extra documentation required. An Owner/Builder Form/Alarms and Water Saving Fixtures form will be be needed to apply for a permit. ***For Homeowners only see below***
      [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)

2. Required Documents:
   a. All required documents must be included with first submittals.
   b. Each permit type and work class will have specific attachments (tiles) that will need to be uploaded. Only PDF, JPEG and DOCX files are supported.
   c. Other Forms and Documents can be found at [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)
   d. Important - One consolidated Set of Plans
      i. One .pdf file containing all plans (Plot Plan / Site Plan, MEP Plans, Solar Plans, etc.)
      ii. Separated Single Plan sheet uploads are not accepted

3. Please refer to the specific guidelines regarding Residential, Non-Residential (Commercial) Master Plan Submittals for more detailed information

Dixon Civic Access Portal Account Creation:

1. All Applicants, including Contractors and Residents, must create an DCAP account to apply for, view, pay for permits and request inspections.
2. Follow the attached guide for assistance on creating your account: [Civic Access User Guide](#) or go to [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)

Electronic Submittal Instructions:

All submittals must be uploaded per the following instructions:

1. **Dixon Civic Access Portal Instructions**
   a. Follow the hyperlink to (DCAP) [City of Dixon, CA](#)
   b. Login to your DCAP Account
   c. Click on "Apply" in the Top Banner
   d. Choose from the list of Permit Types or use the Search Bar to search for the requesting Permit Type. Alternatively ou may expand "Show Categories" for a list of permits by department.
      i. Be sure to select the correct Permit Type for your submittal
         1. i.e. Residential Permit vs Non-Residential Permit (Commercial), Alteration vs Addition, etc.
      ii. Select the Permit Type by clicking on the "Apply" button on the right side of the Permit Type
      iii. Follow the guide for instructions on submitting Permit Applications:
         [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)

      iv. When Plan Check Fees are available for payment, usually at the time of submittal, please be sure to pay for these immediately to prevent any delays in processing your Permit Applications. **NOTE:** Submittals will not be routed without payment of Plan Check Fees

General – All Nonresidential Permits Complete the following in the Dixon Civic Access Portal

1) **Location** – Enter Project Address and/or APN

2) **Type** – Select "Permit Type" Building (Non-Residential) New Construction or Alteration/Repair/Remodel, etc.

   Enter work description (Example) "New Single Story, 24,000 square foot shell building.

   Enter project valuation. May refer to ICC Building Valuation Data table [1739899734_BVD-BSJ-FEB2025](#) for acceptable valauations based on your project

3) **Enter Contact(s)** – Applicant, Contractor, Owner, etc. as required.

4) **More Info** – Enter "Project Type" and other information as required

5) **Provide Attachments** as required – Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf and .dxf.

6) **Enter name** and signature as required.

7) **Review application** and submit when complete.