



City of Dixon

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NonResidential New/Altered Com/Ind/Multifam

Submittal Requirements	NON-RESIDENTIAL COMMERCIAL/ INDUSTRIAL/ MULTIFAMILY NEW BUILDINGS AND ADDITIONS/ ALTERATIONS/ REMODELS/ TI	# Plans Received	Data Received	Received by
2 Sets	BUILDING PLANS: Hardcopy (2) and Digital PDF (1) of all the below () 2 sets must be stamped & signed by a licensed architect/engineer; () Site drainage, to include property lines and easements; () Civil drawings; () Architectural; () Structural; () Plumbing, including isometric; () Electrical, including main panel, subpanel and all home runs; () Mechanical; () Landscape & irrigation drawings, stamped and signed by Licensed landscape architect ; WELO compliance required () Code Analysis Section			
2 Sets	CIVIL DRAWINGS			
2 Sets	SPECIFICATIONS - Omit if included in Plans			
2 Sets	STRUCTURAL CALCS - Stamped & signed by a licensed engineer or architect.			
2 Sets	TRUSS CALCS - Including connection details. Stamped and signed by a licensed engineer.			
2 Sets	ENERGY CALCS - Include all required compliance form and work sheets.			
2 Sets	SOILS REPORT - Stamped & signed by a licensed soils engineer.			
1 Letter	FROM SOILS ENGINEER - Stating that engineer has been retained for observation of fill.			
2 Copies	MSDS SHEETS & QUANTITIES of chemicals used or stored on the premises.			
1 Copy	NUMBER of water meters. (If applicable).			
2 Copies	APPROVAL LETTER - From Planning (i.e. Design Review)			
1 Original	SCHOOL DEVELOPMENT FEE FORM (Fee must be paid prior to permit issuance).			
1 Letter	PGE - Giving approval if grading in their right-of-way.			
1 Each	AIR POLLUTION CONTROL DISTRICT SURVEY FORM			

1 Each	SPECIAL INSPECTION AGREEMENT SIGNED BY ALL PARTIES – If applicable.			
1 Each	BUILDING PERMIT APPLICATION			

General – All Permits

- 1) Completed Commercial permit application.
Note: Application must be filled out completely
- 2) Asbestos Demolition/Renovation Form, and Yolo-Solano Air District Questionnaire.
- 3) Submit two (2) copies of construction plans (paper) and (1) digital (pdf, portable drive, etc.) and three (2) plot plans. Plot plans should be on 8 1/2" x 11" paper.
- 4) Plans must clearly demonstrate compliance with the California Green Building Standards Code (CALGreen).
- 5) Please review the impact and permit fees located [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)

IMPORTANT: All digital copies of supporting documents shall be sent as individual PDFs' etc. Failure to separate the digital submittal requirements WILL delay your application and plan review. Please send documents to buildingdivision@cityofdixonca.gov



Accessibility-Worksh
eet-Form.pdf



Construction _
Demolition-_Final.pdf



Deferred Submittal
Agreement.pdf



Special Inspection
Agreement Dixon.pdf

PLEASE SEND: Examples

For New Construction and Additions Please Submit: See page 1 for complete list

- 1) Two (2) sets of complete plans and One (1) complete digital set
- 2) Two (2) sets of energy compliance documents
- 3) One (1) soils report
- 4) Two (2) sets of structural calculations
- 5) Electrical load calculations and one line diagram
- 6) Elevation certificate if located in flood zone
- 7) Completion of Design Review (if applicable)
- 8) Accessibility Worksheet*
- 9) Construction and Demolition Debris Diversion Plan*
- 10) Asbestos Demolition/Renovation Form, and Yolo-Solano Air District Questionnaire*
- 11) School fee document*

For Remodels Please Submit: See page 1 for complete list

- 1) Two (2) sets of paper plans and (1) electronic set (PDF, etc.)
- 2) Two (2) sets of energy compliance documents (if applicable)
- 3) Two (2) sets of structural calculations (if applicable)
- 4) Completion of Design Review if any exterior changes are proposed
- 5) Accessibility Worksheet*
- 6) Construction and Demolition Debris Diversion Plan*
- 7) Asbestos Demolition/Renovation Form, and Yolo-Solano Air District Questionnaire*

* **NOTE:** Additional Forms found here [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)