



CITY OF DIXON
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Master Plan Submittal Guidelines

Before submitting master plans to the Dixon Building Department, a design review application must be submitted to the Dixon Planning Department. Once the Design Review is approved, master plan submittals may be submitted to the Building Department through the Dixon Civic Access Portal [City of Dixon, CA](#)

Permit Type Building (Residential)

Work Class Master Plan Review New Construction Residential

- 1 **Location** (Address, APN)
- 2 **Type** (Description, square footage, and valuation)
- 3 **Contact** (Applicant, owner and contractor)
- 4 **More Info** (As required)
- 5 **Attachments** (Project plans – see next page, Special Inspection, T-24, etc)
- 6 **Signature**
- 7 **Review and Submit**

Further information about permits and requirements can be found at [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)

Requirements/limitations for Master Plans: A Separate Master Plan Submittal is required (with additional plan review and fee) if any of the following limits are exceeded

1. Maximum of (3) non-structural internal changes permitted on each standard plan.
2. Any Increase or decrease of square footage to Approved plans is not allowed
 - a. Change of habitable square footage (increase or decrease) will require a separate Master Plan Submittal
3. Maximum of (3) roofline changes or variations
4. Maximum of (3) non-structural cosmetic elevation changes or variations
5. Maximum of (3) porch / patio changes or variations; size not to exceed 120 sq. ft.
 - a. Wrap-around patio options, as required by Planning, are permitted

6. Maximum of (2) garage variations (Ex: 2 or 3 car)
7. Maximum of (3) solar photovoltaic system variations (Ex: 3.5 kW, 4.2 kW, 6.0 kW)
8. For reversed plan options, provide the reverse plan sheets for the foundation, floor plan, shear walls, and roof layout.
 - a. Label these sheets with the sheet number followed by an "R"
9. Must include cover sheet identifying all options and sheet numbers
10. Deferred submittals are not allowed for master project plans

Plan Review Times:

Note that 1st Submittals generally take up to 21 business days in Plan Review, and subsequent reviews, if corrections are needed, will take up to 15 business days more. 2nd Resubmittal Reviews may take an additional 10 business days; 3rd Resubmittals may take an additional 5 business days. Processing times vary after reviews are approved by the Building Dept. *Note: the plan review time may be extended depending on the complexity and size of the structure(s).*

Paper Plans required after master plans have been approved (All Master Plans require Electronic submittals via portal AND paper plans (2) submitted to the building department)

Minimum 18" x 24" and maximum 24" x 36" plans drawn to scale (i.e., floor plan: $\frac{1}{4}" = 1' - 0"$), fully dimensioned, clear and legible. Single line floor plans are unacceptable.

Project Plan requirements (attachments required in portal) Step 5

- Title sheet - name, address and phone number of builder, contractor and contact person; name, address and phone number, title and registration information of project design professional; legal subdivision name; work description including current applicable codes, type of construction, occupancy classifications, if installing a fire sprinkler system; total building area per floor and options (*square footage for dwelling, garage, porches, deck*); zoning; vicinity map; index of drawings.
- Architectural plans - floor plans identifying room uses, door/window schedules; occupancy separation location and fire-rating details; location of smoke detectors and emergency egress openings; stair/handrail/guardrail/deck location and details; framing details for fireplaces, post and girder intersections, roof eaves, gables, rakes; floor/attic ventilation calculations; all exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location), building height.
- Structural plans - foundation plan with footing/ pier/grade or slab details; shear wall schedule and detail reference locations; minimum of two building cross-sections in each direction. Complete floor/roof framing plans with bracing and support details.
- Prefabricated trusses – roof / floor framing plan with truss I.D. # and manufacturer's name; truss splice details, connections and plate sizes; gable bracing/bridge; single line truss diagram with all vertical/lateral loads, including bearing points with reference to framing plan.
- Mechanical, electrical and plumbing plans - electrical plan identifying size and location of

main and sub-panels; outlets (required GFCI locations), switches, light fixtures; location of HVAC equipment; duct layout.

- Energy requirements – Certificate of Compliance Energy Analysis for each plan
- Prior to final approval, the project designer(s) shall submit complete as-built plan copies of the project plans and all associated documents (structural calculations, truss calculations, energy calculations, etc.) to the City of Dixon Building Department in electronic PDF and/or Digital format.

Options:

Options may be utilized on the same set of plans provided there are not more than **three options** from the same “base plan”. A plan with more than **three options** will require a separate master plan review with separate fees. **The option with the greatest square footage will be used to create fees for the plan review. Ex. Option #3 below will be used to review this master plan.**

For example: P877 “Riverbank”

Base Plan = 1,280 sq ft (Base Plan Only)

Option #1 = 1,480 sq ft (Base Plan + 200 sq ft)

Option #2 = 1,680 sq ft (Base Plan + 400 sq ft)

Option #3 = 1,880 sq ft (Base Plan + Opts 1 & 2)

NOTE: Only one set of complete plans is required per the above example, provided the drawings clearly depict all the different options, and the square footages are itemized.

Special Notice for Master Plans with Options:

When several design options are proposed, the structural drawings for each elevation and/or option shall also be submitted depicting all related structural elements.

From the example above, all plan types (Base Plan, Option #1, Option #2, and Option #3) shall **each** include a **complete** structural design depicting a foundation plan, floor framing plan, and roof framing plan with all details cross-referenced, similar to the Base Plan. Likewise, when plans are ‘reversed’ or ‘flopped’, the plans shall reflect this change.

This additional requirement will ensure a more diligent review on part of the field inspector when multiple plans are frequently reversed and the sizes of homes become increasingly larger.

Plan Review Fees – Building and Fire Plan Review

After submission of Master Plans following the Building Permit Guidelines, Plan Review fees will be invoiced and sent via the contact email provided in the City of Dixon Civic Access Portal DCAP [City of Dixon, CA](#). These fees must be paid before Master Plan submittals are routed for Plan Review. Master plan fees are calculated by valuation.

Valuation is required to be provided by the applicant during the Master Plan Review application process. (Step 2 on the online portal DCAP) Valuations that are provided by the applicant for the purposes of Master Plan submittal will be cross-checked by the city using the latest ICC valuation table and the higher of the two valuations will be used for determining the plan review fees.

Hourly plan review fees will also be charged to all options if more than two (2) rounds of Plan Review are required to receive plan approval. The additional Plan Review fee for plan options is to recover the costs associated with the time involved reviewing vertical load paths, lateral designs, energy compliance reports, and fire and life safety issues.