



CITY OF DIXON
600 EAST A ST.
DIXON, CA 95620-3697
PHONE (707) 678-7000
Building Info Building@cityofdixonca.gov

Residential Permit Application Checklist

A. NEW Residential Construction SFDs, ADUs, DUPLEXES and TOWNHOMES with three or more units

Refer to this form when submitting using the Dixon Civic Access Portal, Email or by appointment (traditional paper materials – in person)

Please submit the following (1-15) when using the Dixon Civic Access Portal. The portal is located at City of Dixon, CA and will require an account creation with a log-in. The following items will be required to be uploaded into your application within the Dixon Civic Access Portal.

Items with * can be found on our website located here. Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits.

1. Agent authorization – Property owner OR licensed california contractor required
2. Construction and Demolition Recycling Plan packet*
3. Owner-Builder Declaration/Authorization form* (if owner is acting as general contractor)
4. Geotech/Soil Report/Flood Certificate (if required per zone)
5. Other Misc Supporting Documentation. (ie. Residential Service Load Worksheet* for the primary dwelling unit if it will be the source of power for a proposed ADU, etc.)
6. Preliminary Title Report (Grant Deed) if a new owner as required
7. Complete set of project plans – **Upload Approved and Stamped Master Plan for production home permits**
8. Dixon School District Impact Fee form* prior to permit issuance
9. Smoke/CO Alarm/ Water Conservation Form*. For remodels only
10. Special Inspection Agreement* as required by registered design professional
11. Energy Analysis (T-24 Energy Documentation) if not included within the project plans
12. CALGreen Checklist to show compliance with California Green Building Standards Code if not included within the project plans.
13. Elevation certificate if located in a Special Flood Hazard Area. Check your address at FEMA Flood Map Service Center | Welcome!
14. Water Meter Requisition Form*
15. Photovoltaic Plans may be uploaded in a separate tile (PV, Other, etc.) if the building/master plan set does not include solar.

IMPORTANT: *Your application date will be recognised when the city has received each of the required documents as listed and the submittal has been reviewed for completeness.*

B. Alterations, Remodels and Repairs to existing SFD, ADU, DUPLEX and TOWNHOMES with three or more units.

Please submit the following (1-12) when using the Dixon Civic Access Portal. The portal is located at [City of Dixon, CA](#) and will require an account creation with a log-in. The following items will be required to be uploaded into your application within the Dixon Civic Access Portal.

1. Agent authorization – Property Owner OR Licensed California Contractor required
2. Construction and Demolition Recycling Plan packet*
3. Owner-Builder Declaration/Authorization form* (if owner is acting as general contractor)
4. Other Misc Supporting Documentation. (ie. Residential Service Load Worksheet* for the primary dwelling unit if it will be the source of power for a proposed ADU, etc.)
5. Preliminary Title Report (Grant Deed) if there is a new owner as required
6. Complete set of project plans
7. Dixon School District Impact Fee form* prior to permit issuance. (If addition is greater than 500 square feet of conditioned space)
8. Smoke/CO Alarm/ Water Conservation Form*. For remodels only
9. Special Inspection Agreement* as required by registered design professional
10. Energy Analysis (T-24 Energy Documentation) if not included within the project plans
11. CALGreen Checklist to show compliance with California Green Building Standards Code if not included within the project plans.
12. Elevation certificate (for additions) if located in a Special Flood Hazard Area. Check your address at [FEMA Flood Map Service Center | Welcome!](#)

C. Refer to the following when unable to submit via Dixon Access Portal or electronically for Residential NEW or Residential Alteration/Remodel/Repair (See Note 3 below)

- Schedule appointment buildingdivision@cityofdixonca.gov or 707-678-7000
- Residential Permit Application Form*
- Owner-Builder verification form* (if owner is acting as General Contractor)
- 2 sets of complete construction plans and 1 additional floor plan
- 2 sets of construction documents (i.e. Truss Calculations, Engineering Calculations, plot plans, energy analysis T-24, CalGREEN checklist, etc...)
- 2 sets of electrical load service calculations for the primary dwelling unit if it will be the source of power for a proposed ADU.
- Elevation certificate if located in a Special Flood Hazard Area. Check your address here. [FEMA Flood Map Service Center | Welcome!](#) New buildings and additions
- Construction and Demolition Recycling Plan worksheet*
- School Fee documentation* For new buildings and additions over 500 square feet

NOTE 1: State laws and other helpful information for ADU's can be found at [HCD Accessory Dwelling Unit Handbook \(ca.gov\)](#)

NOTE 2: For new apartments (multifamily dwelling units) or residential units other than Accessory Dwelling Units (ADU), Single Family Dwellings (SFD), Two-Family Houses (DUPLEXES) or buildings other than three or more townhouse units please refer to the Commercial Permit Application Checklist

NOTE 3: All submittals plans and documents above will require (2) paper copies (plans 24x36 min) and 1 electronic set (pdf,etc)