



CITY OF DIXON
600 EAST A ST.
DIXON, CA 95620-3697
PHONE (707) 678-7000

Building Info Building@cityofdixonca.gov

SolarApp+ Permitting and Inspections

Register and create a log-in – NOTE the email that you chose will be the contact email and will be used by the City and Enterprise Permitting and Licensing for all communication including fees; plan review comments, inspection scheduling and results. We strongly suggest that you chose an email that is monitored on a regular basis.

- **Apply at Online City of Dixon, CA and look for : Photovoltaic – Electrical (SolarApp)**
- **Choose 1 of 4 workclasses available within the SolarAPP+ permit type**
 - (Solar Only Solar App)
 - (Solar w/ESS Battery SolarApp)
 - (Solar w/Main Panel Change + ESS Battery Solar App)
 - (Solar w/Main Panel Change Solar App)
- **Provide additional information as required per Submitting a Solar Permit Application PDF.**
- **Follow detailed instructions provided on the City of Dixon Website Building Division**
- **Pay Fees and receive permit**
- **Permit holder will schedule all inspections through the online portal (CSS).**

NOTE: Inspections are not available on Wednesdays even if the Dixon Civic Access Portal (DCAP) inspection request system allows them. Any inspection scheduled for Wednesday will automatically be performed on the following Thursday. If the permit holder does not make the Thursday appointment it will be considered a missed inspection and will be subject to a reinspection fee. Inspections may be requested via the portal or at 707-678-7005 by 3 pm one day prior to the desired inspection date. Inspections not available on Wednesdays.

The following are required for inspection

- Signed permit will be required at site at the inspection. (Electronic is acceptable)
- Complete load calculations with all circuits, devices and loads installed
- Photos of panel – with deadfront installed and removed
- Copy of checklist
- All deadfronts removed and equipment opened
- Acceptable Type 3 ladder shall be set up and secured for safety
- All labels and paint installed
- Failure to have these items ready for the inspection will result in a cancellation and will need to be rescheduled for a future date

Reinspection fees may apply at city discretion (common items below)

- No signed permit (electronic OK)
- Inaccurate photos of panel
- Inaccurate Load Calcs

Revision Steps for SolarApp+

- Login to the **DCAP** (Dixon Civic Access Portal) located here [City of Dixon, CA](#)
- Click on **My Work** on the command bar
- Click on **My Permits** near the left of the center of the work page
- Click on the **Permit** that you have revised (example **SOLARAPP-001501-2025**)
- Click on the **Attachments** button to the right of Summary button
- Click on the drop down and select the appropriate **Type** from the following
 - Load Calculations w/Photos of Electrical Panels
 - Signed permit Card
 - Smoke/CO2 Form
 - SolarApp+ Approval Document
- Load the revision and Click on **Submit**
- Verify “The file was submitted successfully” as will be shown within the green ribbon with a check mark

✓ The file upload was submitted successfully.



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