



CITY OF DIXON  
600 EAST A ST.  
DIXON, CA 95620-3697  
PHONE (707) 678-7005 opt 2  
Building Info [Building@cityofdixonca.gov](mailto:Building@cityofdixonca.gov)

## Attention New Business Owners

- ✓ If you are applying for a business license as a new tenant please read the information below.
- ✓ A Certificate of Occupancy (commonly referred to as a “C of O”) certifies that the described tenant space complies with the requirements of the code for the intended use and occupancy, as required by chapter 1 Division II Sections 111.1 of the 2025 Edition of the California Building Code (CBC) and 301.3 of the California Existing Building Code (CEBC). *It is unlawful to use or occupy a building or structure unless a certificate of occupancy has been issued for that use by the building official.*
- ✓ There are two options to receive your certificate of occupancy.

### Option 1 When no construction is needed – Please read below

A (Non-Construction) Certificate of Occupancy Permit is designed to allow for issuance of a Certificate of Occupancy when a business moves into a space where no work has been or will be performed (“as-is”), *and* the space is designed to accommodate the type of business moving in (same occupancy group, no “change-in-use”).

#### Work that does not require a building permit:

[A] 105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

##### Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided that the floor area does not exceed 120 square feet (11.15 m<sup>2</sup>). It is permissible that these structures still be regulated by Section 710A, despite exemption from permit.
2. Fences not over 7 feet (2134 mm) high, unless a component of a required swimming pool barrier.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925L) and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

##### Electrical:

1. Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.



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2. Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
3. Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

**Gas:**

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

**Mechanical:**

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kW) or less.

**Plumbing:**

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

A certificate of occupancy permit is required and may be applied for on the Dixon Civic Access Portal DCAP.

### 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 DCAP guide(s) for assistance on creating your account located here [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
  - i. Choose from the list of Permit Types or use the Search Bar to search for the requesting Permit Type. Alternatively you may expand "Show Categories" for a list of permits by department. Select the Permit Type by clicking on the "Apply" button on the right side of the Permit Type
  - ii. Be sure to complete all 7 of the required fields
    1. Add (Address) Location – Search or Enter Manually
    2. Select "Certificate of Occupancy" from the permit type drop-down box
    3. Enter or add applicant contact
    4. Complete required "More Info"
    5. Submit required attachments
    6. Electronic signature is required
    7. Review and Submit



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- iii. Follow the DCAP guide(s) for further instructions on submitting Permit Applications located here [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.

## Option 2 When construction is required/planned a tenant improvement permit will be necessary. (If unsure please read below)

All changes to the exterior of the building, including signs or any parking modifications resulting from an intensification of use, will require some level of Planning review. For information regarding the Planning application process, please contact Planning at (707) 678-7000-1786

[Planningdepartment@cityofdixonca.gov](mailto:Planningdepartment@cityofdixonca.gov)

Field Code Changed

A Building Permit is required for alterations to the building, plumbing, mechanical, or electrical systems. For information on necessary permits, please contact Building at (707) 678-7005 opt 2 or at [Building@cityofdixonca.gov](mailto:Building@cityofdixonca.gov)

**Important:** If you need to remove, demolish or alter any existing materials (such as flooring, concrete, plaster walls, ceiling, insulation, exterior walls, roofing, sheet rock, pipe insulation, bearing members, etc. then an air district questionnaire shall be submitted to Yolo-Solano Air Quality Management prior to performing the work. The questionnaire can be found at [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#) and shall be submitted to [notify@ysaqmd.org](mailto:notify@ysaqmd.org) for review. An approved release from YSAQMD will be required in order to apply for a building permit from the city of Dixon.

Please refer to our Permit Submittal Guidelines DCAP located here [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#) for guidance with applying for a tenant improvement permit.

### Inspections required for Option 1 (Min 2)

**Rough inspection** – Will include a walkthrough by the building department (and Fire Marshal if necessary) and will include Life/Safety, Egress, Condition of Electrical, Mechanical and Plumbing, signage, fire extinguishers, etc. If existing conditions require improvements to life and safety of the employees and general public then additional permits may be needed.

**Final Inspection** – Verification that corrections from the rough inspection have been completed. If the final inspection is successful a formal Certificate of Occupancy will be issued (if requested) The permit fee that has already been paid will cover the cost of the certificate.

**Schedule Inspections** – by 3 pm one day prior Monday through Thursday (no inspections on Fridays)

- 1 Schedule from our online portal DCAP [City of Dixon, CA](#)
- 2 Call 707-678-7005 opt 1