



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)

## Inspection Request/Procedures Information

Congratulations your permit is approved! As you commence your project, the required building inspections/steps are listed on the job inspection card, which will be available with your permit.

**NEW December 1, 2025.** Building Inspections will be available Monday through Thursday only.

**Please read below for useful information during your building process.**

1. **ONLINE DCAP (DIXON CIVIC ACCESS PORTAL)** Please log-in to your portal account at [City of Dixon, CA](#).
  - a. Locate the **Request Inspection** button and click.
  - b. Select the inspection that you desire and enter the Request Inspection button at the top left of the screen.
  - c. Select the desired date and enter any other notes in the field provided.
  - d. Click Submit.
  - e. The green **checkmark** confirms your request.
  - f. Note: The cut-off for online requests is 3.00 pm the day prior to your desired inspection
2. **BY PHONE** To request a Building inspection, please call and leave a message on the **Building Inspection Request Line (707) 678-7005 (opt 1)** by 3:00pm for automatic next day inspection, except for Fridays. Requests made after 3 pm on Wednesday will be scheduled for the following Monday or will roll over to the next business day if Monday is a holiday. Inspections may only be requested 24 hours in advance.
  - a. When you leave an inspection request, please speak slowly and clearly and provide the **permit number, job site address, requested inspection type, contact name and phone number.**
3. Inspection hours are generally 8:00am to 3.30 pm (subject to change) due to the volume of inspections. The city does not provide specific times of inspections. You can leave a request for AM or PM and the inspection team will try to honor it, but it is not guaranteed. The ability to honor the request is based on number of inspections for that day and the location and duration of all the other inspections scheduled for that day.
4. Inspection days for all permits are Monday, Tuesday, Wednesday and Thursday. There are no inspections on Fridays or on city observed holidays.
  - a. City recognized holidays, where all services are closed include: New Year's Day observed, Martin Luther King Birthday, Presidents Day, Memorial Day, Juneteenth observed, 4th of July observed, Labor Day Veterans Day, Thanksgiving and day

after holiday, Christmas Eve and Christmas Day are observed.

5. To be successful with your inspections and avoid a cancellation, we require a few things on site:

- ✓ Please have your permit card and inspection card onsite. **NOTE: A digital copy is acceptable if/when the approved plans can be verified (city stamp) and shown to the inspector.** Paper plans and permits need to be with the responsible party or posted somewhere obvious and able to be seen clearly from a distance. At least one person 18 years of age or older shall be present for the inspection if there are minors at the jobsite.
  
- ✓ **When digital plans are not available** please have the approved job copy of plans (stamped, approved, signed and dated by City of Dixon Building Department with the correct size, as listed below, onsite with the required documents specific for your project.
  - Residential New Structures 24" x 36" minimum
  - Addition/Remodel 24" x 36" minimum
  - Patio Cover 11" x 17" minimum
  - Small Repairs 8.5" x 11" minimum
  - Pool/Spa 11" x 17" minimum
  - Solar 11" x 17" minimum
  - Commercial 24"x 36" minimum
  
- ✓ Unless previously discussed a person must be onsite to walk the inspection with the inspector
  
- ✓ Ladder Protocols - if a ladder is needed to conduct the inspection, a Type 3 ladder shall be provided by permit holder. The ladder shall be set up prior to the inspector's arrival and shall be securely tied down for safety.
  
- ✓ If anything needs to be inspected that is under floor, open trench, within walls, within the ceiling, etc it is up to the permit holder to leave it exposed until the inspection is completed. If the inspection area is covered (including not visible or accessible) it is at the cost of the permit holder to expose the area and repair the area after inspection.
  
- ✓ If there is an exposed hole be sure to clearly mark the area for safety if it is needed to be exposed for an extended amount of time.
  
- ✓ Keep the site clean and clear of trash. For safety pick up nails, scrap metal etc. If the inspector needs to replace their vehicle tires you will be charged a re-inspection fee.

**\*\*Be advised** if the project is not ready for the requested inspection, or if plans/documents are not on site, the inspector will result as NOT READY/CANCEL. If it happens more than one time, there may be re-inspection fees charged. Re-inspection fees must be paid in person before requesting another inspection. For general questions about the permit resubmittal process or requirements, please contact the Building Division at (707) 678-7000 x1789 or [building@cityofdixonca.gov](mailto:building@cityofdixonca.gov)