



CITY OF DIXON
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Permit Submittal Guidelines - DCAP

Dixon Civic Access Portal

PLEASE REFER TO THESE GENERAL GUIDELINES BELOW FOR ALL SUBMITTAL TYPES: NEW SUBMITTALS, RESUBMITTALS, AND REVISIONS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL

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The Building Department is here to help answer any questions regarding the permitting process. Email the Building Division buildingdivision@cityofdixonca.gov or call (707) 678-7005 opt 2.

Please visit [Welcome to the Official Website of the City of Dixon, CA - Permits](#). if you have any other questions that may help you to understand the permitting process.

New Permit Submittals – (PC1 Submittals):

General Submittal Requirements - All Submittals (Commercial / Industrial & Residential Buildings):

1. All submittals must be submitted electronically through the Dixon Civic Access Portal (DCAP)
 - a. Contractors must obtain or have an active City of Dixon Business License and an active CA Contractor's License.
[Check A License - CSLB](#)
 - b. Property Owners / Residents can upload submittals through DCAP, with extra documentation required. An Owner/Builder Form/Alarms and Water Saving Fixtures form will be needed to apply for a permit. These forms can be found here [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)
2. Required Documents:
 - a. All required documents must be included with first submittals.
 - b. Each permit type and work class will have specific attachments that will need to be uploaded. Only PDF, JPEG and DOCX files are supported.
 - c. Other Forms and Documents can be found at [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)
 - d. Important - One consolidated Set of Plans
 - i. One .pdf file containing all plans (Plot Plan / Site Plan, MEP Plans, Solar Plans, etc.)
 - ii. Separated Single Plan sheet uploads are not accepted
3. Please refer to the specific guidelines regarding Residential, Non-Residential (Commercial) Master Plan Submittals for more detailed information

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.
 - a. Follow the attached guide for assistance on creating your account: [Civic Access User Guide](#) at the [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
 - d. 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.
 - i. Be sure to select the correct Permit Type for your submittal
 - i.e. Residential Permit vs Non-Residential Permit (Commercial), Alteration vs Addition, etc.
 - ii. Select the Permit Type by clicking on the "Apply" button on the right side of the Permit Type

- b. Follow the guide for instructions on submitting Permit Applications: [Civic Access User Guide](#) located at the [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)
 - iii. 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. **NOTE:** Submittals will not be routed without payment of Plan Check Fees
- e. For **Residents:**
- c. If you are applying for a Permit as an Owner-Builder, without a Contractor, you will need to fill out, sign and upload a completed Owner/Builder form: This form can be found here [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)
 - i. If you are applying for a Permit and will be choosing a Contractor at some point in time before Permit Issuance, the Contractor will be required to be added as a Contact to your Permit as well.
- f. For **Contractors:**
 - i. Make sure you have an **Active City of Dixon Business License**
 - If you do not currently have a City of Dixon Business License, please follow the prompts under “Apply” in DCAP [City of Dixon, CA](#)
 - For any assistance with Business Licenses, please contact the Finance Department at 707-678-7000
 - Contractors will be unable to access Permits until this is completed.

2. Incomplete Submittals will be rejected

Document Naming

1. For best results please follow our Required Document Naming Convention.
2. Label all documents as shown below. Include the Plan Check Cycle (PC1)
Examples below: [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)
 - PC1_Agent Authorization
 - PC1_Construction Debris
 - PC1_Geotech/Soil Report/Flood Cert
 - PC1_Misc. Final Documentation
 - PC1_Other
 - PC1_Preliminary Title Report
 - PC1_Project Plans
 - PC1_Special Inspection
 - PC1_T 24-Energy Documentation
3. Failure to comply with the Required Document Naming Convention may result in an Incomplete Submittal

Permit Resubmittals – (PC2, PC3, PC4+ etc. Submittals):

General Resubmittal Requirements - All Submittals (Residential and Non-ResidentialCommercial)

1. All resubmittals must be submitted electronically through DCAP [City of Dixon, CA](#)
2. A Response Letter and a Resubmittal form are required and must be included with a Resubmittal
 - a. Not including Response Letters and Resubmittal Forms will result in Incomplete Resubmittals

Electronic Resubmittal Instructions:

All resubmittals must be uploaded per the following instructions:

Dixon Civic Access Portal Instructions

- a. Follow the hyperlink to go to [City of Dixon, CA](#)
- b. Login to your DCAP Account
- c. Click on the “Dashboard” on the Top Banner
- d. Be sure to attach a completed Resubmittal Form and Complete Plans for Resubmittal. Please use proper naming when submitting. See below
- e. Resubmittal Form can be found here [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)

Document Naming

1. For best results please follow our Required Document Naming Convention.
2. Label all documents as shown below. Include the Plan Check Cycle (PC12, PC3+etc.)
 - a. Examples: Need to provide links to updated documents and create new tiles for resubmittal purposes

PC2_Resubmittal Form
PC2_Response Form
PC2_Plans
PC2_Structural Calculations
PC2_Special Inspections Form

3. Failure to comply with the Required Document Naming Convention may result in an Incomplete Submittal.

Permit Revisions – (After Permit Issuance):

General Revision Submittal Requirements:

1. All Revisions must include a revision form, filled completely and defining the changes to the project.
 - a. Revisions must not change the scope of work
2. Revisions must include these two files:
 - a. A .pdf file of the Plan Sheets being revised
 - b. An original Approved and Stamped Plan Set pdf file

Electronic Revision Instructions:

All revisions must be uploaded per the following instructions:

Dixon Civic Access Portal Instructions

- a. Follow the hyperlink to go to [City of Dixon, CA](#)
- b. Login to your DCAP Account
- c. Click on the “Dashboard” on the Top Banner
- d. Be sure to attach a completed Revision Form and Complete Plans for (Revision) submittal. Please use proper naming when submitting. See below
- e. Revision Form can be found here [Welcome to the Official Website of the City of Dixon, CA - Forms, Fees, and Permits](#)

Document Naming

1. For best results please follow our Document Naming Convention.
2. Label all documents as shown below. Include the Plan Check Cycle (REVA, REVB)

Examples:

REVA_Resubmittal
Form REVA_Response
Letter REVA_Plans
REVA_Structural Calculations

3. Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.