



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

Permit Revision Form - DCAP

Date:

Permit #:

Address:

APN:

Project Name:

Type of Permit: ☐ Residential ☐ Non-Residential

Applicant Name:

Phone No.:

Email:

****Show changes on original plans by bubbling them on plans and noting with the revision number and date****

1. All Revisions must include this revision form filled out completely and defining the changes to the project. All revisions shall be submitted through DCAP [City of Dixon, CA](#)
 - a. Revisions must not change the scope of work
2. Revisions at a minimum must include these two files:
 - a. A pdf file of the Plan Sheets being revised
 - b. A pdf file of the original Approved and Stamped Plan Set
 - c. Please use proper naming conventions for these files. **Examples**
 - REVA_Revision Form
 - REVA_Response Letter
 - REVA_Plans
 - REVA_Structural Calculations

City of Dixon

Community Development Department – Building Division
600 East A St, Dixon, CA 95620
(707) 678-7000 x1789 • building@cityofdixonca.gov

Rev: 5/13/25



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Written description of changes being submitted (please include reference to number of plans for all requested changes):

*****Please include this form with the electronic copy of the revised plans and submit directly back to the Dixon Civic Access Portal (DCAP) using your login. *****

Dixon Civic Access Portal Instructions

- Follow the hyperlink to go to [Civic Access](#)
- Login to your DCAP Account
- Click on the “Dashboard” at the Top Banner
- Click on My Plans
- Select the correct Plan Number
- Click on attachments
- Add attachment (revision) using the proper drop down selection available

I certify that the information and/or materials provided with this submittal are accurate and correct in accordance with the directions provided by the requester.

SIGNATURE: _____

PRINT NAME: _____

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