

**CITY OF VACAVILLE BUILDING DIVISION
SUBMITTAL CHECKLIST**

City Staff Use Only
Application Complete ____ Yes ____ No
 Check one
 City Staff Initials _____ Date _____

Name of Project _____ Permit #: _____

Address/Location _____

Contact Person _____ Phone Number _____

E-mail _____ Fax Number _____

Number of Copies	NON-RESIDENTIAL (Commercial or Industrial) NEW BUILDINGS & ADDITIONS	# Plans Received	Date Received	Received By
5 2 of these sets must be stamped & signed by a licensed architect or engineer	Plans must include the following: <input type="checkbox"/> Best Management Erosion and Sediment Control and justification Plan. <input type="checkbox"/> Site drawings, including property lines and easements; <input type="checkbox"/> Civil drawings, including landscape Berms; water meter number, size & lateral pipe size <input type="checkbox"/> Storm Water Post Best Management Plan. <input type="checkbox"/> Photometric Plan; <input type="checkbox"/> Landscape and irrigation drawings stamped and signed by a license landscape architect or contractor; <input type="checkbox"/> Architectural; <input type="checkbox"/> Structural; <input type="checkbox"/> Plumbing, including isometric; <input type="checkbox"/> Mechanical; <input type="checkbox"/> Electrical, including single line diagram, main panel, subpanel.			
2	ADDITIONAL CIVIL AND LANDSCAPE PLANS (NO STAMP NEEDED)			
1	PROPERTY OWNER WRITTEN REQUEST FOR IMPACT FEE CREDITS AND EVIDENCE OF CREDITS			
1	COMPLETE SET OF PDF FILES (DISC OR DROPBOX, NO FLASHDRIVES)			
1	HEALTH DEPARTMENT APPROVAL LETTER (if applicable)			
1	SPECIFICATIONS - Omit if included in plans			
1	STRUCTURAL CALCS - Stamped & signed by a licensed engineer or architect. Paper or PDF			
1	TRUSS CALCS - Including connection details. Stamped and signed by a licensed engineer. Paper or PDF			
1	ENERGY CALCS - Include all compliance forms and work sheets required by the California Energy Commission. Paper or PDF			
1	SOILS REPORT - Stamped & signed by a licensed soils engineer. Paper or PDF			
1	LETTER FROM SOILS ENGINEER - Stating observation of engineered fill. Paper or PDF			
1	MSDS SHEETS & QUANTITIES of chemicals used or stored on the premises (if applicable) Paper or PDF			
1	MANUFACTURERS INFORMATION BOOKLETS for hoods and other kitchen equipment (if applicable) Paper or PDF			
1	PLANNING APPROVAL LETTER			
1	CONTINGENT REIMBURSEMENT FORM (provided by the City)			
1	SPECIAL INSPECTIONS FORM			
1	AIR QUALITY MANAGEMENT DISTRICT SURVEY FORM			
1	PLAN CHECK FEE (please call for verification prior to submittal)			
1	OWNER / BUILDER VERIFICATION FORM (if applicable)			
1	BUILDING PERMIT APPLICATION (include contract amounts)			