

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

**CITY OF VACAVILLE BUILDING DIVISION
 SUBMITTAL CHECKLIST**

Name of Project _____ Permit #: _____

Address/Location _____

Contact Person _____ Phone Number _____

E-mail _____ Fax Number _____

Contact the City Planner at (707) 449-5140 and obtain approval prior to completing the items on this submittal checklist.

Number of Copies	NON-RESIDENTIAL – Tenant Improvements / Remodels / Alterations	# 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: <ul style="list-style-type: none"> <input type="checkbox"/> Best Management Erosion and Sediment Control Plan and justification for disturbing any exterior acreage. <input type="checkbox"/> Post Best Management Plan for 2500 sf or more exterior disturbed land. <input type="checkbox"/> Floor plan, including all contiguous occupancies; Also include: seating arrangement, hood and other mechanical details, grease traps/interceptors. <input type="checkbox"/> Code information, including square footage of the tenant space; <input type="checkbox"/> Interior elevations, showing wall/ceiling assembly; <input type="checkbox"/> Structural (if applicable); <input type="checkbox"/> MEP sheets, including isometric; single line diagram <input type="checkbox"/> Exterior Alterations; Roof screening; <input type="checkbox"/> Describe use of adjoining tenant spaces; 			
1	PROPERTY OWNER WRITTEN REQUEST FOR IMPACT FEE CREDITS AND EVIDENCE OF CREDITS			
1	COMPLETE SET OF 11x17 OR PDF FILES (DISC OR DROPBOX ONLY, FLASH DRIVES CANNOT BE ACCEPTED)			
1	HEALTH DEPARTMENT APPROVAL LETTER (if applicable)			
2	STRUCTURAL CALCS – Stamped and signed by a licensed engineer or architect.			
2	ENERGY CALCS - Include all compliance forms and work sheets required by the California Energy Commission.			
2	MSDS SHEETS & QUANTITIES of chemicals used or stored on the premises (if applicable)			
2	MANUFACTURERS INFORMATION BOOKLETS for hoods and other kitchen equipment (if applicable)			
1	PLANNING APPROVAL LETTER (if applicable)			
1	HAZARDOUS MATERIAL FORM			
1	AIR QUALITY MANAGEMENT DISTRICT SURVEY FORM			
1	PLAN CHECK FEE (please call for verification prior to submittal)			
1	BUILDING PERMIT APPLICATION (include contract amounts)			