

**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	<b>NON-RESIDENTIAL – Sales Trailer (for subdivision)</b>	# Plans Received	Date Received	Received By
4	<b>Plans must include the following:</b> <input type="checkbox"/> Site plan showing trailer location; <input type="checkbox"/> Foundation details; <input type="checkbox"/> Accessibility details for path of travel and restroom; <input type="checkbox"/> Grading plans showing path of travel grade; <input type="checkbox"/> Location of trap fences (out of right of way); <input type="checkbox"/> Landscape plan; <input type="checkbox"/> Accessible parking plan; <input type="checkbox"/> Accessible path of travel; <input type="checkbox"/> Water connection; <input type="checkbox"/> Sewer connection; <input type="checkbox"/> Electrical connection; <input type="checkbox"/> Electrical details.			
1	<b>COMPLETE SET OF PDF FILES (DISC OR FILE SHARE ONLY, FLASH DRIVES CANNOT BE ACCEPTED)</b>			
1	<b>PLANNING APPROVAL LETTER</b>			
1	<b>OWNER / BUILDER VERIFICATION FORM</b>			
1	<b>BUILDING PERMIT INFORMATION FORM</b> (include contract amounts)			