

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	RESIDENTIAL - <input type="checkbox"/> ROOM ADDITION <input type="checkbox"/> GARAGE CONVERSION <input type="checkbox"/> REMODEL	# Plans Received	Date Received	Received By
2	PLOT PLANS: <input type="checkbox"/> Show subdivision name and address; <input type="checkbox"/> North arrow; <input type="checkbox"/> Dimension and location of addition; <input type="checkbox"/> Side, rear and front yard setbacks from the addition to the property lines; <input type="checkbox"/> Property dimensions; <input type="checkbox"/> Location of existing house; <input type="checkbox"/> Location of all accessory structures; <input type="checkbox"/> Driveway location and dimensions; <input type="checkbox"/> Scale – min. 1" = 20'.			
2	CONSTRUCTION DRAWINGS: <input type="checkbox"/> Floor plan showing location of walls, doors, windows, electrical outlets, plumbing fixtures, smoke detectors; <input type="checkbox"/> Foundation details showing type and size of footings; <input type="checkbox"/> Framing section showing sizes and R-Value of insulation used; <input type="checkbox"/> Elevations showing two sides of the proposed structure; <input type="checkbox"/> Show how room is to be heated (wood stoves are not to be used as the primary source of heat); <input type="checkbox"/> For garage conversions, two on-site parking spaces (minimum 9 ft. by 20 ft.) shall be provided and maintained in the driveway or elsewhere on-site as determined by the Director. Exterior design of the converted area shall be compatible with the main dwelling.			
1	PDF FILES (DISC OR FILE SHARE ONLY, NO FLASH DRIVES)			
2	ENERGY COMPLIANCE FORMS			
1	SCHOOL DEVELOPMENT FEE FORM (Fee must be paid prior to permit issuance)			
1	OWNER / BUILDER VERIFICATION FORM			
1	BUILDING PERMIT INFORMATION FORM (include contract amounts)			