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	SINGLE FAMILY (in a Typical Subdivision) INITIAL PLAN CHECK (New Models)	# Plans Received	Date Received	Received By
4	**BUILDING PLANS:** ☐ Architectural drawings; ☐ Structural drawings stamped & signed by a license architect or engineer; ☐ Post tension plans (if applicable); ☐ Plumbing plan line; ☐ Main panel, subpanel, and all home runs; ☐ CF-1 on plans; ☐ Green Building requirements – Title 24 part II.			
4	**REVERSE FOUNDATION AND SHEAR WALL:** ☐ Foundation plan with hold down; ☐ Shear wall plan view with wall type and length (if applicable).			
2	**LANDSCAPE PLANS –** Landscape plans must be stamped and signed by a license landscape architect or contractor.			
2	**STRUCTURAL CALCS –** Stamped and signed by a licensed engineer or architect.			
2	**POST TENSION CALCS –** Stamped and signed by a licensed engineer or architect. If applicable.			
2	**TRUSS CALCS –** Including connection details. Required if conventional framing is not used. Stamped and signed by a license engineer. Must be submitted prior to frame inspection.			
2	**ENERGY CALCS** – Stamped and signed by a licensed engineer. Include HVAC calcs and CF-1 form.			
1	**CF-1** for each model			
1	**COMPLETE SET OF PDF FILES (DISC OR FILE SHARE, FLASH DRIVES CANNOT BE ACCEPTED)**			
2	**SOILS REPORT –** Stamped and signed by a licensed engineer.			
1	**PLANNING APPROVAL LETTER** (if applicable)			
1	**SCHOOL AND COUNTY FORMS** (Fee must be paid prior to permit issuance)			
1	**PLAN CHECK FEE** (please call for verification prior to submittal)			
1	**CONTRACTOR'S INFORMATION OR OWNER BUILDER FORM**			
1	**BUILDING PERMIT INFORMATION FORM** (include contract amounts)			