

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	SINGLE FAMILY (in a Custom Subdivision or Other Areas)	# Plans Received	Date Received	Received By
4	BUILDING PLANS: <input type="checkbox"/> Architectural drawings; <input type="checkbox"/> Structural drawings stamped & signed by a license architect or engineer; <input type="checkbox"/> Post tension plans (if applicable); <input type="checkbox"/> Plumbing plan line; <input type="checkbox"/> Main panel, subpanel, and all home runs; <input type="checkbox"/> CF-1 on plans; <input type="checkbox"/> Green Building requirements – Title 24 part II.			
4	PLOT PLANS: <input type="checkbox"/> Show subdivision name, lot number, north arrow; <input type="checkbox"/> Property dimensions including distance from property line to sidewalk, setbacks, easements; <input type="checkbox"/> Building pad & dimensions, second story portion of house; <input type="checkbox"/> Fences and walls, driveway, existing trees; <input type="checkbox"/> Lot drainage, utilities; <input type="checkbox"/> Scale – min. 1" – 20'.			
2	LANDSCAPE PLANS – Landscape plans must be stamped and signed by a license landscape architect or contractor.			
1	COMPLETE SET OF PDF FILES (DISC OR FILE SHARE, FLASH DRIVES CANNOT BE ACCEPTED)			
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 licensed 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.			
2	SOILS REPORT – Stamped and signed by a licensed engineer.			
1	PLANNING APPROVAL LETTER (if applicable)			
1	CONTIGENT REIMBURSEMENT FORM			
1	SCHOOL AND COUNTY FORMS (Fee must be paid prior to permit issuance)			
\$600/plan	PLAN CHECK FEE			
1	CONTRACTOR'S INFORMATION OR OWNER BUILDER FORM			
1	BUILDING PERMIT INFORMATION FORM (include contract amounts)			

