

**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	ACCESSORY DWELLING UNITS	# Plans Received	Date Received	Received By
5	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'.			
5 2 of these sets must be stamped & signed by a licensed architect or engineer	CONSTRUCTION DRAWINGS: <input type="checkbox"/> Civil plan showing drainage (if applicable); <input type="checkbox"/> Landscape plan (if applicable); <input type="checkbox"/> Architectural drawings; <input type="checkbox"/> Architectural details (if applicable); <input type="checkbox"/> Structural drawings (if applicable); <input type="checkbox"/> Plumbing, including isometric; <input type="checkbox"/> Mechanical; <input type="checkbox"/> Electrical, including single line diagram, main panel, subpanel, and all home runs; <input type="checkbox"/> CF-1 on plans (if applicable); <input type="checkbox"/> Green Building requirements – Title 24 part II.			
1	COMPLETE SET OF 11x17 OR PDF FILES			
2	STRUCTURAL CALCS – Stamped and signed by a licensed engineer or architect.			
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.			
1	PLANNING APPROVAL LETTER (if applicable)			
1	SCHOOL AND COUNTY FORM (Fee must be paid prior to permit issuance)			
1	OWNER / BUILDER VERIFICATION FORM			
1	BUILDING PERMIT INFORMATION FORM (include contract amounts)			