# 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.

<table>
<thead>
<tr>
<th>Number of Copies</th>
<th>RESIDENTIAL - □ ROOM ADDITION □ GARAGE CONVERSION □ REMODEL</th>
<th># Plans Received</th>
<th>Date Received</th>
<th>Received By</th>
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</thead>
</table>
| 2                | PLOT PLANS:  
|                  | - Show subdivision name and address;  
|                  | - North arrow;  
|                  | - Dimension and location of addition;  
|                  | - Side, rear and front yard setbacks from the addition to the property lines;  
|                  | - Property dimensions;  
|                  | - Location of existing house;  
|                  | - Location of all accessory structures;  
|                  | - Driveway location and dimensions;  
|                  | - Scale – min. 1” = 20’. |
| 2                | CONSTRUCTION DRAWINGS:  
|                  | - Floor plan showing location of walls, doors, windows, electrical outlets, plumbing fixtures, smoke detectors;  
|                  | - Foundation details showing type and size of footings;  
|                  | - Framing section showing sizes and R-Value of insulation used;  
|                  | - Elevations showing two sides of the proposed structure;  
|                  | - Show how room is to be heated (wood stoves are not to be used as the primary source of heat);  
|                  | - 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                | COMPLETE SET OF 11x17 OR PDF FILES |
| 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) |