



RESIDENTIAL PLAN REVIEW **SUBMITTAL CHECKLIST **

1. Fill out and sign a City of Dixon Building Permit application
 2. Submit two [2] hard copies of plans with two (2) copies supplemental documents and one [1] complete set of electronic documents. Plans set need to include:
 - a. All plan sheets must have a titled block with project name, address and sheet numbers.
 - b. All plan sheets to be signed by person(s) /designer responsible for plans preparation.
 - c. All drawings to be accurately to scale in all directions.
 - d. For a complete list of individual plan sheet and discipline requirements, see below.
- SITE PLAN**
Draw at scale of 1/8"=1' or 1"=10':
- North arrow.
 - All property boundary lines.
 - Perimeter of building exterior walls.
 - Garage location within building.
 - Shade and note areas of work.
 - Buildings to all property lines dimensions.
- Note on first sheet of plans:
- Owner name, address, and phone number.
 - Name and phone number of person who prepared plans.
 - Contact person name, address, and phone number.
 - Legal description and Assessor Parcel Number (APN.)
 - Construction type and occupancy group.
 - Building Analysis [type of construction, size, occupancy, type of fire sprinkler system]
 - Current or applicable Code references,
 - Detailed Scope of work.
 - Plan sheet index
- FLOOR PLANS AND ROOF PLAN**
Draw at scale of 1/4" per foot:
- Complete existing building plans.
 - Demolition plan showing wall(s) to be removed.
 - Complete proposed building plans with all new, altered and added walls clearly marked.
 - Existing, demolished, altered & added wall dimensions.
 - Door, window and skylight schedules.
 - Roof plans.
- Note on floor plans:
- All rooms, spaces and areas uses.
 - Window, door and skylight types and sizes on schedules and cross-referenced to floor plans
 - Sleeping room escape window or egress door locations.



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ELEVATIONS:

Draw at scale of 1/4" per foot:

- All building elevations with windows, doors, sky- lights and architectural features shown.
- Building height dimensions including zoning code heights required by planning division.

Note on elevations:

- Exterior wall finishes and weatherproofing materials.
- Roofing and underlayment materials.
- Roof slopes.
- Sections through chimney / other shafts.

SECTIONS

Draw at scale of 1/4" per foot:

- Dimensions from grade to bottom of raised floor joists.
- Dimensions from floors to ceilings & roof
- Insulation locations.
- Detail bubbles.
- Required site sections for retaining walls and grading.
- Sections through each stairway.
- Sections at deck, and through deck into dwelling

FOUNDATION PLANS

Draw at scale of 1/4" per foot:

- Foundation plan indicating all proposed and existing foundation locations, sizing and reinforcing.
- Existing, altered and added foundation dimensions.
- Post bases, shear walls, holddown location dimensions
- Symbols indicating shear panel types & lengths.
- Construction details bubbles.
- Ufer ground location and specifications.

Note on foundation plan:

- Construction materials.
- Anchorage specifications, locations and spacing
- Holddown and vertical strapping specifications and locations.
- Horizontal strapping locations & specifications.
- Manufactured braced panel specifications, dimensions and manufacturer's installation instructions.
- California building code nailing schedule.

FLOOR AND ROOF FRAMING PLANS

Draw at scale of 1/4" per foot:

- North Arrow.
- Separate plans for floor and roof framing.



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- Existing, altered and added framing dimensions.
- All framing members spans, directions & spacing.
- All girders, beams, headers and posts locations
- Floor or roof openings locations and dimensions.
- Shear walls, sill plate anchors, holddown locations.
- Symbols indicating shear wall types and lengths.
- Construction detail bubbles.
- Floor and roof truss layout diagram.
- Floor and roof truss diagrams and details.
- Special framing such as manufactured braced panels.

Note on framing plans:

- All girders, beams, headers, joists, rafters and posts sizes.
- Floor and roof truss designators.
- Shear wall specification schedule with sheathing specifications, panel values, nailing schedule, shear transfer connectors and anchorage.
- Vertical strapping locations and specifications.

DETAILS

Draw at scale of 3/4-1" per foot:

- Foundation, footing and stem wall details.
- Structural connections details at walls, floors, roofs, eaves, rakes, valleys, ridges, California framing
- All shear transfer connections details.
- Stairway framing details with head, foot, stringers, treads and risers details.
- Exterior stairways landings and footings details.
- Exterior balcony / deck connections and ledgers details.
- Guardrails connections details.
- Handrails connections, clearances and sizing details.
- Fire-resistive construction details.
- Specialty details.
- Masonry wall details.

Note on details:

- Anchorage, bolting, nailing and connectors specifications at structural details.
- Third-party approval listing numbers for construction such as proprietary framing, anchorage.
- Approvals listings for fire-resistive construction.
- Relevant dimensions at all details.

ELECTRICAL AND MECHANICAL PLANS

Draw at scale of 1/4" per foot:

- Locations and types of all main and sub electric panels, lighting fixtures, energy efficiency standards lighting and switching, outlets, dedicated outlets and GFCI and ACI receptacles on separate electrical plans.



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- Locations of all smoke and carbon monoxide detectors.
- HVAC, A/C and supply/return air registers locations.
- Clothes washer / dryer and dryer vent locations.
- Exhaust fans and switching locations.
- Methods for screening of mechanical equipment.

Note on Plans:

- Grounding and bonding specifications.
- FAU (BTU/h) and A/C (tons) sizing.
- Exhausts terminations locations and backdraft damping.

PLUMBING AND GAS LINE PLANS

Draw at scale of 1/4" per foot:

- Gas lines and plumbing plans can be combined with electrical/mechanical plans if legible.
- Gas lines, gas outlets, water supply lines, drain, waste and vent lines locations.
- Gas line isometric.
- Water heater location.

Note on plans:

- Plumbing fixture water conservation requirements.
- Gas line isometric with gas line sizing calculations showing developed gas line lengths for horizontal runs and vertical rises, btu rating and cfh demands for each gas-fired fixture.
- Water heater type and sizing, with vent routing.
- Water heater and platform strapping.
- Pressure and temperature (P&T) relief valve & piping locations.

TITLE 24 ASSOCIATED DOCUMENTS

Include in plans:

- Provide all necessary documents associated to the installation of windows, lighting, plumbing, mechanical (HVAC), roofing, building envelope
- Completed and signed energy efficiency standards forms

FIRE & SAFETY COMPONENTS MAY APPLY

- Smoke & carbon monoxide locations
- Fire sprinkler locations, modifications, water pressure calculations.
- Emergency lighting plans with exit signage locations.
- Manufacturers specifications, installation instructions
- Electrical single line diagram, panel diagrams, electrical load calculations.

ADDITIONAL INFORMATION REQUESTED:

- _____
- _____
- _____
- _____



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Checklist completed by:

City Staff Person: _____

Signature: _____

Date: _____

For more Information

Community Development Department - Building Division
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www.cityofdixon.us/BuildingDivision