

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	NON-RESIDENTIAL (Commercial or Industrial) NEW BUILDINGS & ADDITIONS	# Plans Received	Date Received	Received By
4 2 of these sets must be stamped & signed by a licensed architect or engineer	Plans must include the following: <input type="checkbox"/> Site drawings, including property lines and easements; <input type="checkbox"/> Civil drawings, including landscape berming; <input type="checkbox"/> Storm Water Pollution Prevention Plan (more than 5 acres); <input type="checkbox"/> Photometric Plan; <input type="checkbox"/> Landscape and irrigation drawings stamped and signed by a license landscape architect or contractor; <input type="checkbox"/> Architectural; <input type="checkbox"/> Structural; <input type="checkbox"/> Plumbing, including isometric; <input type="checkbox"/> Mechanical; <input type="checkbox"/> Electrical, including single line diagram, main panel, subpanel.			
1	COMPLETE SET OF CIVIL PLANS			
1	COMPLETE SET OF 11x17 OR PDF FILES			
1	HEALTH DEPARTMENT APPROVAL LETTER (if applicable)			
2	SPECIFICATIONS - Omit if included in plans			
2	STRUCTURAL CALCS - Stamped & signed by a licensed engineer or architect.			
2	TRUSS CALCS - Including connection details. Stamped and signed by a licensed engineer.			
2	ENERGY CALCS - Include all compliance forms and work sheets required by the California Energy Commission.			
2	SOILS REPORT - Stamped & signed by a licensed soils engineer.			
1	LETTER FROM SOILS ENGINEER - Stating that he has been retained for observation of engineered fill.			
2	MSDS SHEETS & QUANTITIES of chemicals used or stored on the premises (if applicable)			
2	MANUFACTURERS INFORMATION BOOKLETS for hoods and other kitchen equipment (if applicable)			
1	PLANNING APPROVAL LETTER			
1	CONTINGENT REIMBURSEMENT FORM			
1	SCHOOL AND COUNTY FORMS (Fee must be paid prior to permit issuance)			
1	AIR QUALITY MANAGEMENT DISTRICT SURVEY FORM			
1	PLAN CHECK FEE (as per fee schedule)			
1	OWNER / BUILDER VERIFICATION FORM (if applicable)			
1	BUILDING PERMIT INFORMATION FORM (include contract amounts)			