

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 (Grading and/or Underground)	# Plans Received	Date Received	Received By
4 2 of these sets must be stamped & signed by a licensed engineer	CIVIL PLANS: <input type="checkbox"/> Contours – existing and proposed; <input type="checkbox"/> Landscape berming elevations; <input type="checkbox"/> Grade Elevations; <input type="checkbox"/> Rough grading plan including property lines and easements; <input type="checkbox"/> On site plumbing, including landscape plumbing runs or chases; <input type="checkbox"/> On site electrical, including conduit and wire size type and depth, single line diagram; <input type="checkbox"/> Storm drains; <input type="checkbox"/> Storm Water Pollution Prevention Plan (more than 5 acres); <input type="checkbox"/> Photometric plan; <input type="checkbox"/> Fire system must be sized with hydraulic calculations; <input type="checkbox"/> Meet Public Works standards for city maintained equipment. <input type="checkbox"/> Landscape plans to be provided when application is for both grading and underground			
2	SOILS REPORT - Stamped & signed by a licensed soils engineer.			
1	COMPLETE SET OF 11x17 OR PDF FILES			
1	LETTER FROM SOILS ENGINEER - Stating that he has been retained for observation of engineered fill.			
1	MEMO WITH CONTRACT PRICE AND ESTIMATE OF CUBIC YARDAGE TO BE MOVED			
1	BUILDING PERMIT INFORMATION FORM (include contract amounts)			

FOR GRADING PERMITS, WHICH EXCEED 500 CUBIC YARDS AND DO NOT INCLUDE UNDERGROUND UTILITIES, RETAINING WALLS OR OTHER ON-SITE IMPROVEMENTS, CONTACT THE DEVELOPMENT ENGINEERING DIVISION.