

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	RESIDENTIAL - <input type="checkbox"/> PATIO COVERS <input type="checkbox"/> PATIO ENCLOSURE <input type="checkbox"/> ACCESSORY STRUCTURES <input type="checkbox"/> DECKS	# Plans Received	Date Received	Received By
2	PLOT PLANS: <input type="checkbox"/> Show name and address; <input type="checkbox"/> North arrow; <input type="checkbox"/> Dimension and location of structure; <input type="checkbox"/> Side, rear and front yard setbacks from the structure to the property lines. NO ACCESSORY STRUCTURE GREATER THAN 12 FEET IN HEIGHT WITHOUT PLANNING APPROVAL			
2	CONSTRUCTION DRAWINGS: <input type="checkbox"/> Foundation details showing type and size of footings; <input type="checkbox"/> Framing section showing sizes; <input type="checkbox"/> Elevations showing two sides of the proposed structure <input type="checkbox"/> Indicate height of deck. NOT REQUIRED FOR MANUFACTURED STORAGE SHEDS 400 SQUARE FEET OF LESS FROM ANY COMPANY			
2	STRUCTURAL CALCS OR I.C.B.O. REPORT: <input type="checkbox"/> Stamped engineered plans or manufacturers diagram for prefab structures. NOT REQUIRED FOR MANUFACTURED STORAGE SHEDS 400 SQUARE FEET OF LESS FROM ANY COMPANY			
1	COMPLETE SET OF 11x17 OR PDF FILES			
1	OWNER / BUILDER VERIFICATION FORM			
1	BUILDING PERMIT INFORMATION FORM			