

**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	<b>RESIDENTIAL - <input type="checkbox"/> ROOM ADDITION <input type="checkbox"/> GARAGE CONVERSION <input type="checkbox"/> REMODEL</b>	# Plans Received	Date Received	Received By
2	<b>PLOT PLANS:</b> <input type="checkbox"/> Show subdivision name and address; <input type="checkbox"/> North arrow; <input type="checkbox"/> Dimension and location of addition; <input type="checkbox"/> Side, rear and front yard setbacks from the addition to the property lines; <input type="checkbox"/> Property dimensions; <input type="checkbox"/> Location of existing house; <input type="checkbox"/> Location of all accessory structures; <input type="checkbox"/> Driveway location and dimensions; <input type="checkbox"/> Scale – min. 1" = 20'.			
2	<b>CONSTRUCTION DRAWINGS:</b> <input type="checkbox"/> Floor plan showing location of walls, doors, windows, electrical outlets, plumbing fixtures, smoke detectors; <input type="checkbox"/> Foundation details showing type and size of footings; <input type="checkbox"/> Framing section showing sizes and R-Value of insulation used; <input type="checkbox"/> Elevations showing two sides of the proposed structure; <input type="checkbox"/> Show how room is to be heated (wood stoves are not to be used as the primary source of heat); <input type="checkbox"/> 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	<b>COMPLETE SET OF 11x17 OR PDF FILES</b>			
2	<b>ENERGY COMPLIANCE FORMS</b>			
1	<b>SCHOOL DEVELOPMENT FEE FORM</b> (Fee must be paid prior to permit issuance)			
1	<b>OWNER / BUILDER VERIFICATION FORM</b>			
1	<b>BUILDING PERMIT INFORMATION FORM</b> (include contract amounts)			