

**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>SINGLE FAMILY (in a Typical Subdivision) PLOT PLANS</b>	# Plans Received	Date Received	Received By
2	<b>PLOT PLANS:</b> <input type="checkbox"/> Show subdivision name; <input type="checkbox"/> Model number and Elevation; <input type="checkbox"/> Lot number; <input type="checkbox"/> Property dimensions including distance from property line to sidewalk; <input type="checkbox"/> North arrow; <input type="checkbox"/> Scale – min. 1" = 20'; <input type="checkbox"/> Setback dimensions; <input type="checkbox"/> Building footprint and dimensions from footprint to property line; <input type="checkbox"/> Second story portion of house; <input type="checkbox"/> Percentage of lot coverage by structures; <input type="checkbox"/> Show graded pad elevation and finished floor elevations; <input type="checkbox"/> Lot drainage swales, high point, low point at area drains, side yard spot elevations; <input type="checkbox"/> Top of curb elevation at side yard property lines extended to the curb, and for curb returns on corner lots; <input type="checkbox"/> Utilities – water and sewer line locations; <input type="checkbox"/> Station of centerline of driveway from approved subdivision improvement plans and private driveway width; <input type="checkbox"/> Driveway slope of onsite driveway; <input type="checkbox"/> Easements; <input type="checkbox"/> Existing trees, fences and walls; <input type="checkbox"/> Sidewalk locations; <input type="checkbox"/> Dimension of right of way to face of curb; <input type="checkbox"/> Retaining wall top and toe elevations shown in plan view not table			
1	<b>RECORDED TRACK MAP REQUIRED FOR INITIAL SUBMITTAL OF ANY LOT THAT IS NOT A MODEL</b>			
1	<b>CONTINGENT REIMBURSEMENT FORM</b>			
1	<b>SCHOOL AND COUNTY FORMS</b> (Fee must be paid prior to permit issuance)			
\$83/per lot	<b>PLAN CHECK FEE</b>			
1	<b>CONTRACTOR'S INFORMATION OR OWNER BUILDER FORM</b>			
1	<b>BUILDING PERMIT INFORMATION FORM</b> (include contract amounts)			