

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	SINGLE FAMILY (in a Typical Subdivision) INITIAL PLAN CHECK (New Models)	# Plans Received	Date Received	Received By
4	BUILDING PLANS: <input type="checkbox"/> Architectural drawings; <input type="checkbox"/> Structural drawings stamped & signed by a license architect or engineer; <input type="checkbox"/> Post tension plans (if applicable); <input type="checkbox"/> Plumbing plan line; <input type="checkbox"/> Main panel, subpanel, and all home runs; <input type="checkbox"/> CF-1 on plans; <input type="checkbox"/> Green Building requirements – Title 24 part II.			
4	REVERSE FOUNDATION AND SHEAR WALL: <input type="checkbox"/> Foundation plan with hold down; <input type="checkbox"/> Shear wall plan view with wall type and length (if applicable).			
2	LANDSCAPE PLANS – Landscape plans must be stamped and signed by a license landscape architect or contractor.			
2	STRUCTURAL CALCS – Stamped and signed by a licensed engineer or architect.			
2	POST TENSION CALCS – Stamped and signed by a licensed engineer or architect. If applicable.			
2	TRUSS CALCS – Including connection details. Required if conventional framing is not used. Stamped and signed by a license engineer. Must be submitted prior to frame inspection.			
2	ENERGY CALCS – Stamped and signed by a licensed engineer. Include HVAC calcs and CF-1 form.			
1	CF-1 for each model			
1	COMPLETE SET OF 11x17 OR PDF FILES			
2	SOILS REPORT – Stamped and signed by a licensed engineer.			
1	PLANNING APPROVAL LETTER (if applicable)			
1	SCHOOL AND COUNTY FORMS (Fee must be paid prior to permit issuance)			
\$600/plan	PLAN CHECK FEE			
1	CONTRACTOR'S INFORMATION OR OWNER BUILDER FORM			
1	BUILDING PERMIT INFORMATION FORM (include contract amounts)			