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**DEPARTMENT OF RESOURCE MANAGEMENT**



**SOLANO  
COUNTY**

675 Texas Street, Suite 5500  
Fairfield, CA 94533-6342  
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[www.solanocounty.com](http://www.solanocounty.com)

Building & Safety Division

**Minimum Plan Check Submittal Requirements**

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**GENERAL**

- Please apply online and submit all drawings electronically. See page 2 for instructions.**
- All plans shall be signed by the person responsible for their preparation. Plans shall be sealed and signed by the architect and/or engineer of record if applicable. Electronic signatures are acceptable.
- Project address, parcel number, project data, and scope of work shall be noted on the first sheet of plans.
- Each separate building or structure requires a separate building permit application.
- Plan check fees are due at time of submittal. Final permit fees are due at the time of permit issuance.

**BUILDING CODES** -- Plans shall be drawn using the **2022 California Building Code** (based on the 2021 IBC)

- Residential** - 2022 CRC (based on the 2021 IRC)
- Mechanical** - 2022 CMC (based on the 2021 UMC)
- Electrical** - 2022 CEC (based on the 2021 NEC)
- Plumbing** – 2022 CPC (based on the 2021 UPC)
- California Fire Code** –2022 CFC (Based on the 2021 IFC)
- California Energy Code 2022**
- California Green Building Standards Code 2022**

**DESIGN CRITERIA SUMMARY**

- Wind:** Basic Wind Speed 93 MPH, Exposure C.
- Seismic:** Seismic Design Category D.
- Snow:** Ground Snow Load 0 pounds per square foot
- Minimum Foundation Depth:** 12 inches

**QUESTIONS?**

- Call or email the Building Division: 707-784-6765 or [building@solanocounty.com](mailto:building@solanocounty.com)
- For zoning or setback information contact the Planning Division: 707-784-6765 or [planning@solanocounty.com](mailto:planning@solanocounty.com)
- For Construction & Demolition (C&D) Waste Management Plan information contact the Planning Division- Integrated Waste Management Section: 707-784-6765 or [recycling@solanocounty.com](mailto:recycling@solanocounty.com)
- For well and septic information please contact the Environmental Health Division: 707-784-6765
- For grading and encroachment information please contact the Public Works Division: 707-784-6765



# ELECTRONIC SUBMITTAL INSTRUCTIONS

All building permits shall be submitted electronically. To apply:

- Visit: <https://aca-prod.accela.com/SOLANO/Login.aspx>
- Select: 'New Users: Register for an Account'
- Once registered, log in, apply for your permit, and upload all required documents
- Call 707-784-6765 or email [building@solanocounty.com](mailto:building@solanocounty.com) with questions



[Register for an Account](#) [Login](#)

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**Please Login**  
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

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User Name or E-mail:

Password:

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[New Users: Register for an Account](#)



675 Texas Street, Suite 5500, Fairfield, CA 94533. Ph: (707) 784-6765



Department of Resource Management  
 675 Texas Street, Suite 5500  
 Fairfield, CA 94533-6342  
 (707) 784-6765  
[www.solanocounty.com](http://www.solanocounty.com)



## NEW DWELLING

### ITEMS REQUIRED TO APPLY – UPLOAD ALL ITEMS TO THE ONLINE PORTAL

- Complete set of drawings, including a complete site plan
- Complete Title 24 energy calculations
- Complete solar PV drawings
- Structural calculations (if applicable) signed & sealed by the engineer of record
- Geotechnical Report with seal and signature of the geotechnical engineer
- Signed and sealed letter from the geotechnical engineer indicating that the foundation drawings meet the recommendations and requirements contained in the geotechnical report.
- Complete Part 1 C&D Waste Management Plan

### ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE

- School Fees: After your plans have been approved, the Building Division will prepare a form for you to take to the school district to pay development fees. A payment receipt is required prior to permit issuance.
- Proof of potable water service: Will Serve Letter(s) if connecting to a City or public water system or sewer system. Potability and 4-hour well flow tests if you will use a well as your water source. Solano County Code section 6.3-52.

### ITEMS REQUIRED DURING CONSTRUCTION – DEFERRED SUBMITTALS

- Truss Calculations: Required prior to truss fabrication. Must include a letter by the architect or designer stating that the truss calculations conform to the plans. Upload truss calculations directly to the Solano County Building Division
- Fire Sprinkler plans: Submit two (2) sets of fire sprinkler plans, sealed and signed by a California licensed fire protection contractor (C-16), or a registered fire protection or mechanical engineer for approval prior to installation. Where you submit your plans depends on your fire district:
  - **Dixon Fire Protection District:** Dixon Fire District: 205 Ford Way, Dixon
  - **Cordelia Fire Protection District:** Cordelia Fire District: 2155 Cordelia Road, Fairfield
  - **Suisun Fire Protection District:** Suisun Fire District: 455 Jackson Street, Fairfield
  - **Vacaville Fire Protection District:** Solano County Building Division (upload online)
  - **East Vallejo Fire Protection District:** City of Vallejo Fire Protection: City Hall, 555 Santa Clara St., Vallejo
  - **Montezuma Fire Protection District:** Montezuma Fire Protection District: 21 N 4<sup>th</sup> Street, Rio Vista

### OTHER INFORMATION

- All primary dwellings require a two-car garage (attached or detached). All secondary dwellings require a parking space. Contact the Planning division for further information.
- A grading permit may be required if you are cutting into slopes, creating retaining walls, moving more than 50 cubic yards of earth, or disturbing over 5,000 square feet. If your project is located on a hill, you must submit a Topo Map.
- A final inspection will be placed on a hold until Waste Diversion receipts are provided demonstrating 65% of the construction waste was recycled or diverted. For any questions please contact the Planning Division- Integrated Waste Management Section.





## NEW MANUFACTURED DWELLING

### ITEMS REQUIRED TO APPLY – UPLOAD ALL ITEMS TO THE ONLINE PORTAL

- Complete floor plans and elevations from the manufacturer.
- Complete foundation drawings with a current HCD approval stamp or a current seal & signature from a CA registered professional engineer
- Complete stair & deck drawings
- Complete site plan
- Manufactured home installation manual
- Complete Part 1 C&D Waste Management Plan

### ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE

- School Fees: After your plans have been approved, the Building Division will prepare a form for you to take to the school district to pay development fees. A payment receipt is required prior to permit issuance.
- Proof of potable water service: Will Serve Letter(s) if connecting to a city or public water system or sewer system. Potability and 4-hour well flow tests if you will use a well as your water source. Solano County Code section 6.3-52.

### ITEMS REQUIRED DURING CONSTRUCTION – DEFERRED SUBMITTALS

- Manufactured home serial number, model number, manufacturer, & year.

### OTHER INFORMATION

- All primary dwellings require a two-car garage (attached or detached). All secondary dwellings require a parking space. Contact the Planning division for further information.
- A grading permit may be required if you are cutting into slopes, creating retaining walls, moving more than 50 cubic yards of earth, or disturbing over 5,000 square feet. If your project is located on a hill, you must submit a Topo Map.
- A final inspection will have a hold until Waste Diversion receipts are provided demonstrating 65% of the construction waste was recycled or diverted. For any questions please contact the Integrated Waste Management Section.

### DECK & STAIR GUIDELINES FOR MANUFACTURED HOMES:

1. If exit door swings out (in the direction of exit travel), it must open onto a landing of at least the same width and length (36").
2. If door opens in, or is a sliding door, a landing is not required.
3. When door opens in, landing or top step may not be more than 7 3/4" below the floor level.
4. When door opens out, landing may not be more than 1/2" below the floor level.
5. Where there is no landing and the door opens in and the occupant steps directly onto the top step, the distance from the floor to the top step shall be the same as required for the stair risers. (Stairway risers shall not exceed 7 3/4" in height and the maximum variation shall not exceed 3/8").
6. The maximum variations in the height of risers and the width of treads shall not exceed 3/8".
7. Stairway risers shall not exceed 7 3/4" in height and treads shall not be less than 10" in width.
8. Landings and porches more than 30" above grade shall have railings not less than 42" in height above the floor and intermediate rails in open-type railings shall be spaced less than 4" apart.
9. Stairways having four or more risers shall have handrails not less than 34" nor more than 38" as measured vertically from the nosing of stair treads.
10. Stairways may be supported on piers in lieu of continuous footings. Individual load bearing footings for piers may be placed on the surface of the ground, but they shall be placed level on firm cleared soil or compact fill. Individual load bearing footings for piers shall be adequate in size to withstand tributary dead and live load





## SWIMMING POOLS/SPAS

### ITEMS REQUIRED TO APPLY – UPLOAD ALL ITEMS TO THE ONLINE PORTAL

- Complete site plan
- Complete pool drawings signed & sealed by the pool engineer of record
- Structural calculations signed & sealed by the pool engineer of record

Swimming pools or spas shall be equipped with at least **TWO** of the following seven drowning prevention safety features:

- 1) An enclosure that meets the requirements of Section 115923 and isolates the swimming pool or spa from the private single-family home
- 2) Removable mesh fencing that meets American Society for Testing and Materials (ASTM) Specifications F2286 standards in conjunction with a gate that is self-closing and self-latching and can accommodate a key lockable device.
- 3) An approved safety pool cover, as defined in subdivision (d) of Section 115921. **[Note that all pools and spas that have a heat pump or gas heater shall also have a cover per section 110.4(b)2 of the 2019 California Energy Code]**
- 4) Exit alarms on the private single-family home’s doors that provide direct access to the swimming pool or spa. The exit alarm may cause either an alarm noise or a verbal warning, such as a repeating notification that “the door to the pool is open.” **[Note: door alarms shall be placed on all doors with access to the pool. Door alarms are prohibited for pools within walking distance to other dwellings and not protected by a 5’-0” tall fence]**
- 5) A self-closing, self-latching device with a release mechanism placed no lower than 54 inches above the floor on the private single-family home’s doors providing direct access to the swimming pool or spa.
- 6) An alarm that, when placed in a swimming pool or spa, will sound upon detection of accidental or unauthorized entrance into the water. The alarm shall meet and be independently certified to the ASTM Standard F2208 “Standard Safety Specification for Residential Pool Alarms,” which includes surface motion, pressure, sonar, laser, and infrared type alarms. A swimming protection alarm feature designed for individual use, including an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water, is not a qualifying drowning prevention safety feature.
- 7) Other means of protection, if the degree of protection afforded is equal to or greater than that afforded by any of the features set forth above and has been independently verified by an approved testing laboratory as meeting standards for those features established by the ASTM or the American Society of Mechanical Engineers (ASME).

### Additional Pool Notes

- i. “Non-Climb” animal fencing is not an acceptable means of enclosing a pool unless it meets all CBC requirements.
- ii. All suction outlets in new pools or modifications to existing pools shall be equipped with anti-entrapment grates per ANSI/APSP-16. CBC 3109.2 – 115928.5





## NEW PRIVATE USE GARAGE OR BARN

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### ITEMS REQUIRED TO APPLY – UPLOAD ALL ITEMS TO THE ONLINE PORTAL

- Complete site plan
- Complete drawings. Drawings shall include architectural floor plans and architectural elevations.
- Structural calculations (if applicable), signed & sealed by the engineer of record
- Complete Part 1 C&D Waste Management Plan

### ITEMS REQUIRED DURING CONSTRUCTION – DEFERRED SUBMITTALS

- Truss Calculations: Required prior to truss fabrication. Must include a letter by the architect or designer stating that the truss calculations conform to the plans. Upload truss calculations directly to the Solano County Building Division
- Fire Sprinkler plans: Submit two (2) sets of fire sprinkler plans, sealed and signed by a California licensed fire protection contractor (C-16), or a registered fire protection or mechanical engineer for approval prior to installation. Where you submit your plans depends on your fire district:
  - **Dixon Fire Protection District:** Dixon Fire District: 205 Ford Way, Dixon
  - **Cordelia Fire Protection District:** Cordelia Fire District: 2155 Cordelia Road, Fairfield
  - **Suisun Fire Protection District:** Suisun Fire District: 455 Jackson Street, Fairfield
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  - **Montezuma Fire Protection District:** Montezuma Fire Protection District: 21 N 4<sup>th</sup> Street, Rio Vista

### OTHER INFORMATION

- All accessory structures larger than 3000 SF require fire sprinklers unless they are used solely for storage of hay, grain, livestock, or farm equipment per the Solano County Consensus Fire Ordinance.
- A final inspection will be placed on a hold until the Waste Diversion receipts are providing showing that 65% of waste was recycled or diverted. For any questions please contact the Planning Division- Integrated Waste Management Section.
- A final inspection will be placed on a hold until Waste Diversion receipts are provided demonstrating 65% of the construction waste was recycled or diverted. For any questions please contact the Planning Division- Integrated Waste Management Section.



## DWELLING ADDITION OR REMODEL

### ITEMS REQUIRED TO APPLY – UPLOAD ALL ITEMS TO THE ONLINE PORTAL

- Complete drawings
- Complete Title 24 energy calculations as required
- Complete site plan
- Structural calculations (if applicable), signed & sealed by the engineer of record
- Complete Part 1 C&D Waste Management Plan (if applicable – see Other Information below)

### ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE

- School fees are required for all additions larger than 500 SF: After your plans have been approved, the Building Division will prepare a form for you to take to the school district to pay development fees. A payment receipt is required prior to permit issuance.

### ITEMS REQUIRED DURING CONSTRUCTION – DEFERRED SUBMITTALS

- Truss Calculations: Required prior to truss fabrication. Must include a letter by the architect or designer stating that the truss calculations conform to the plans. Upload truss calculations directly to the Solano County Building Division
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  - Vacaville Fire Protection District:** Solano County Building Division (upload online)
  - East Vallejo Fire Protection District:** City of Vallejo Fire Protection: City Hall, 555 Santa Clara St., Vallejo
  - Montezuma Fire Protection District:** Montezuma Fire Protection District: 21 N 4<sup>th</sup> Street, Rio Vista

### OTHER INFORMATION

- If the proposed Remodel/alteration increases the building's conditioned area, volume, or size, please must submit a C&D Waste Management Plan. For any questions please contact the Planning Division- Integrated Waste Management Section: 707-784-6765 or [Recycling@solanocounty.com](mailto:Recycling@solanocounty.com)
- Fire sprinklers are required for all residential additions causing a 25% or greater increase in building size or if the addition results in a total size greater than 3000 SF.
- A grading permit may be required if you are cutting into slopes, creating retaining walls, moving more than 50 cubic yards of earth, or disturbing over 5,000 square feet. If your project is located on a hill, you must submit a Topo Map.





## RESIDENTIAL BACKUP GENERATOR

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### ITEMS REQUIRED TO APPLY – UPLOAD ALL ITEMS TO THE ONLINE PORTAL

- Complete site plans showing the entire parcel. Please include:
  - All existing structures, clearly labeled by use (i.e., dwelling, garage, barn, etc.)
  - Dimensioned location of proposed generator relative to all structures and property lines
  - Dimensioned location of all septic tanks, leach lines, etc.
  - Dimensioned location of all new or proposed propane tanks (if applicable)
  - Location of all service panels, sub-panels, and transfer switches
  - Location and depth of all electrical conduits and trenches & gas lines
- Complete generator information, including:
  - Product specifications from the manufacturer, including type of generator fuel
  - If larger than 50 horsepower, approval from your air quality district is required
  - Manufacturer's minimum clearance from structures and openings in exterior walls
  - Installation manual from the manufacturer
  - Generator foundation details, pad details, or ground anchor information
- A complete electrical single-line diagram. The diagram shall include:
  - The generator, main service panel, sub-panels, and transfer switch
  - A detailed diagram of the main service panel showing the size of the panel, the size of the main breaker, all breakers, and the location of the new generator connection
  - All conductor and conduit types & sizes
  - All items on the diagram shall be labeled as 'new' or 'existing'
- Complete transfer switch information, including:
  - Product specifications from the manufacturer
  - Installation manual from the manufacturer
- All required signage for panels, transfer switches, equipment, etc. per the California Electrical Code
- Complete propane tank information (if installing a new propane tank)
  - Product specifications from the manufacturer
  - Location of the new gas line
  - Propane line trench detail, including trench depth, gas pipe type, and gas pipe size. Complete anchorage details for the tank.





## DRAWING REQUIREMENTS

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**Site Plan** (Drawn neatly, to scale and fully dimensioned work area no smaller than 1" = 20')

\*Contact the Planning Division for required setbacks

- Property owner name
- Site Address and parcel number
- Name of person preparing plans
- Name of applicant
- Scale indicated
- Show entire legal parcel (all property lines included)
- North arrow
- Adjacent streets/roads
- Easements (nature and location)
- All structures** (indicate size, location, use, existing, proposed). Please indicate buildings which have electrical power and/or a water supply
- Show setbacks (front, rear, and sides) for entire parcel. Show distance between buildings, septic & wells.**
- Paving materials of all driveways and parking areas (location and width)
- Water wells on the property
- Sewage disposal systems (septic tank and leach lines – existing/proposed & reserve area)
- Topographic contours and elevations
- Drainage, stream, and bodies of water on or within 200 feet of the property
- Propane tanks
- Nearest fire hydrant if applicable

**Floor Plan** (Drawn neatly and to scale no smaller than ¼" = 1')

- North arrow
- Scale indicated
- Show entire structure (label existing from proposed)
- Indicate use of all rooms
- Show all interior & exterior walls. Indicate whether all interior walls are finished.
- Doors and windows (indicate size of windows and doors)
- Stairways
- Fireplaces
- Closets
- Counters
- Attic and under floor access (Indicate size of opening)
- HVAC unit, register and return air location
- Electrical outlets, lights, switches, smoke detectors, electrical panels & amperages
- Plumbing fixtures (water heaters, toilets, showers, bathtubs, sinks, etc.)
- Appliances (dishwashers, garbage disposal, clothes washer/dryer, oven, stove top, range, etc.)
- Indicate all kitchens or cooking facilities
- Exterior landings, decks, stairs

**Elevations** (drawn neatly and to scale no smaller than ¼" = 1')

- Scale indicated
- Show all sides of subject structure (label existing and proposed – front, rear, side, etc...)





- Roof pitch and roofing materials
- Indicate Window sizes
- Eave overhang (include dimension)
- Indicate all exterior materials
- Finished first floor elevation and exterior finished grade
- Clearly dimension overall building height

**Roof Framing Plan** (drawn neatly and to scale no smaller than  $\frac{1}{4}'' = 1'$ )

- Scale indicated
- North arrow
- Sheathing thickness, panel span rating, exterior glue, structural grade (for non-conventional provisions)
- Size, grade, spacing, and layout of all framing members
- Shear wall or braced wall locations
- Details of all critical connections, components, attachments, anchorage, etc...

**Floor Framing Plan** (drawn neatly to scale no smaller than  $\frac{1}{4}'' = 1'$ )

- Scale indicated
- North arrow
- Sheathing thickness, panel span rating, structural grade (for non-conventional provision)
- Size, grade, spacing, and layout of all framing members
- Wet stamped and signed manufactured truss plan(s) and layout if applicable
- Shear wall or braced wall locations
- Details of all critical connections, components, attachments, anchorage, etc...

**Foundation Plan** (drawn neatly to scale no smaller than  $\frac{1}{4}'' = 1'$ ). Please indicate the total footage of the buildings and each floor contained within the building. Indicate both conditioned and unconditioned floor area separately.

- Scale indicated
- North arrow
- Show perimeter and interior bearing footings, slab, and piers
- Stair foundation(s)
- Fireplace(s) foundation(s)
- Details of each foundation section indicating size, reinforcement, and sill plate attachment
- Shear wall and hold down location(s)

**Building Cross-Section** (drawn neatly to scale no smaller than  $\frac{1}{4}'' = 1'$ )

- Scale indicated
- Interior and exterior finish materials
- Insulation – indicate insulation value
- Framing
- Grade
- Ceiling height(s)
- Roof pitch(s)
- Size, grade, spacing, and layout of all framing members
- Details of all critical connections, components, attachments, anchorage, etc.



**RESOURCE MANAGEMENT CONTACT INFORMATION**  
**675 TEXAS STREET, SUITE 5500**  
**FAIRFIELD, CA 94533**

**BUILDING DIVISION**

[building@solanocounty.com](mailto:building@solanocounty.com)

- Building Official – Saeed Iravani 707-784-6765
- Plan Check Engineer 707-784-6765
- Permit Technicians 707-784-6765
- Building Inspectors 707-784-6765
- Code Compliance Officers 707-784-6765
- Inspection Request Line 707-784-4750

**PLANNING DIVISION**

707-784-6765

[planning@solanocounty.com](mailto:planning@solanocounty.com)

Zoning, land use, lot line adjustments, subdivisions, zoning regulations and setbacks

**PLANNING DIVISION**

INTEGRATED WASTE SECTION 707-784-6765

[recycling@solanocounty.com](mailto:recycling@solanocounty.com)

Construction & Demolition (C&D) Waste Management Plan information

**ENVIRONMENTAL HEALTH**

707-784-6765

[ehtechnical@solanocounty.com](mailto:ehtechnical@solanocounty.com)

Technical Division: New septic systems, upgrades to existing septic systems, new wells, and well destruction

**PUBLIC WORKS**

707-784-6765

ROADS AND ENCROACHMENT

[pwpermits@solanocounty.com](mailto:pwpermits@solanocounty.com)

New driveways connecting to a county road may require an encroachment permit. Any new roads that are being proposed or any work on roads will require Public Works approval.

**PUBLIC WORKS**

707-784-6765

GRADING ENGINEER

[grading@solanocounty.com](mailto:grading@solanocounty.com)

Contact this division for any proposed grading

