Accessory Dwelling Unit (ADU) Plan Check Submittal Requirements

The following are the minimum submittal requirements for Residential ADUs. Due to site specific conditions, additional information may be required. The plan sets are to include, at the minimum, the following:

Number of Plan Sets and Licensed Professional Stamp Requirements:
1) Submit 5 sets of plans on 24"x36" sheets.
2) Submit 2 sets of calculations (structural, energy, geotechnical, etc.)
3) California licensed engineer or architect’s stamp and signature on the plans is required for multi-story buildings and may be required for one story buildings.

Title Sheet Information: Provide the following on the plan:
- Project address.
- Scope of work and proposed project square footage area, existing square footage area.
- Current applicable California Codes.
- Occupancy group and division.
- Type of construction.
- Contact information including email, phone and address of associated professionals (Architect, Engineers) for this project.

Site Plan: Provide the following on the plan:
- Parcel footprint with property lines illustrated.
- Street(s) identification.
- Existing and proposed use of structures existing and proposed structure dimensions to: property lines, other existing structures and existing or propose slopes (if applicable).
- Size and location of applicable utility services (e.g. water, sewer, gas, electrical) provide earth contours, finish floor elevation, drainage flow, tree locations, utility and road access easements, existing or proposed garages, existing or proposed driveway location, north arrow, plan scale (example: 1/4=1'-0").

Floor Plan: Provide the following on the plan:
- Dimension floor plan.
- Existing and proposed room’s usage (e.g. living room, bedroom), including plumbing fixtures in the kitchen and bathrooms.
- Location, size and type of existing proposed door windows.
- Location and type of electrical fixtures. (Separate Electrical plans may be required)
- Outlets and switches. (Separate Electrical plans may be required)
- Main electrical panel with amperage rating and smoke detectors. (Separate Electrical plans may be required)
- Location and BTU rating of existing or proposed heating system, ducts and registers and method of proposed mechanical ventilation.
Exterior Elevations: Provide the following on the plan:
- Provide **two** elevations that detail vertical dimensions of existing or proposed walls.
- Doors
- Windows
- Specify existing or proposed wall and roof material.

Building Sections: Provide the following on the plan:
- At least **one** fully dimensioned complete height and width building structural cross-section along with room identification. Specify resistive wall assemblies and construction details.

Structural: Provide **two** sets of structural calculations from a California State licensed engineer or architect with wet stamp and signature (if applicable).

Foundation plan: Provide the following on the plan:
- Dimensional details of new built-up curb in existing vehicle garage door opening to match existing curb or alternate method of weather protection.
- Existing floor slab and curbs detail.
- Approved vapor barrier or equivalent specifications.
- Size and placement of structural anchor and reinforcement.
- All applicable foundation detail connections (Separate detail sheet may be provided).

Framing plan: Provide the following on the plan:
- Size, type and configuration of proposed ceiling joists, roof rafters, beams and door and window headers.
- Location, size and type of attic access, new interior walls and braced wall panels if applicable.
- All applicable Framing detail connections (Separate detail sheet may be provided).

Energy conservation: Provide the following on the plan:
- Energy Calculations.
- Building envelope.
- Current energy compliance documents and mandatory features and required energy forms.

**Note:** Please contact the Planning Division and Public Works Department for their requirements for the projects submittal.