



The City of Desert Hot Springs

New Detached ADU

Guidebook

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Steps Towards Building a New Deattached ADU



Note: All building permit applications/plans/documents are required to be submitted via "paperless" at www.cityofdhs.org. For questions regarding submittal, please contact (760)329-6411 Ext.504 or permittechnician@cityofdhs.org





STEP 1: ADU Design Selection / Consultation with Planning Dept.

The City of Desert Hot Springs ADU - Pre-Approved Plans

The City of Desert Hot Springs is offering property owners a selection of Pre-Approved ADU plans to promote the construction of new detached ADUs. In partner-ship with YNG, 4 architectural styles and 8 different unit sizes were drafted:

Unit Sizes:

• **Studio - A/B:**

- A: 384 s.f.
- B: 440 s.f.

• **1Bd/1Ba - B/C:**

- B: 608 s.f.
- C: 588 s.f.

• **2Bd/2Ba - B/C:**

- B: 704 s.f.
- C: 798 s.f.

• **3Bd/2Ba - C/D:**

- C: 929 s.f.
- D: 988 s.f.



The plans feature configurable choices regarding external style and materials used but will ultimately abide by the design standard of the main dwelling unit. Pre-approved plans reduce preconstruction fees and expedite the permitting process but also require additional documents and schematics from the property owner at time of submittal. Please use this guidebook to assist in proceeding with the Pre-Approved Plans and permitting process.

All pre-approved plans and forms are available on the City of Desert Hot Springs website: www.cityofdhs.org

These plans are only to be used for NEW Detached ADUs on properties within Desert Hot Springs Jurisdiction.





STEP 1: ADU Design Selection / Consultation with Planning Dept.

A consultation with the Planning Dept. regarding constructing a new detached ADU is mandatory. To schedule an consultation with the Planning Dept., call 760-329-6411 Ext 505. During the consultation, the planner will assess the property and determine if your preferred Pre-Approved ADU plan fits based on lot size and zoning. They can also assist with additional development or design standards that may have an impact on the style and size of your new ADU.



The following information and materials are required for the consultation:

- A. Property Address.
- B. Multiple angle photos of your principal structure, an aerial image of the property, and photos of area where the proposed ADU would be placed.
- C. Preferred floorplan and design.
- D. Measure and draw the shape of your lot: provide an outline of your current house and other permanent structures where they exist on your lot, such as a garage with dimensions.



Questions and important information to consider:

- A. Zoning
- B. Objective design and development standards
 - Set Backs
 - Separation between structures
 - Utility providers and clearance since ADU statues allow lesser setbacks to property lines.



- C. Find out which Pre-Approved ADU Plan best complements your current house style.
- D. Exterior style.
- E. Exterior wall material.
- F. Roof framing.
- G. Roof material.
- H. Window and trim color.
- I. Hold Harmless Statement.

We Want to Hear from You

If any questions arise during the application process please consult with Planning Dept. or Building Dept. (Mon-Thurs; 7am-6pm)



Planning Department:
(760) 329-6411 Ext 505

Building Department:
(760) 329-6411 Ext 504 or
permittechnician@cityofdhs.org

Upon review of the property, the Planning Dept. will work on case-by-case basis and shall have authority to either authorize OR deny approval of your project. In addition, they will provide you with feedback on any additional requirements needed for submittal.

**The Hold Harmless Statement is intended to be signed by anyone who submits an application to build a Pre-Approved Detached ADU.





STEP 2: Obtaining a Site Plan

Site plans will show how the project will be situated and oriented on the parcel as well as how it will interact with the already-existing structures on site.

This site plan can be prepared by the property owner or a design professional. It must contain all the information included in the “Site Information Checklist” of the pre-approved detached ADU plans.

If choosing to draw the site plan as an Owner, refer to the City of DHS Sample Site Plan / Information Checklist. City staff will NOT process inaccurate or incomplete plans.

If hiring a design professional to complete the required site plan, follow the steps below:



A. When selecting a person who specializes in drafting ADU site plans, consider the following:

- Designer
- Draftsman
- Architect
- Engineer
- General Contractor

B. Obtain Bids

- Get recommendations from family and friends
- Obtain at least 2-3 bids
- Compare bids based on cost and quality of proposal



Site Information Checklist:

TO BE INCLUDED ON SITE PLAN

- All exterior site boundaries correctly scaled and dimensioned
- North Arrow
- Scale of Plans, Graphic and Written
- Legend Symbols, Lines, Abbreviations ETC. Used on Plans
- Site Contours, Grade Elevation, and other topographic features
- Location and dimension of all driveway, access roads and curb cuts
- Show fire access roads /driveway - (max fire house pull of 150 FT length)
- Location and dimensions of all easements (electric, water, sewer, ETC)
- Show fire access roads /driveway
- Location and dimensions of all easements (electric, water, sewer, ETC)
- If no easements occur other than utilities, clearly note on the plans.
- Required and proposed building setbacks
- Location of existing and proposed buildings and structures
- Distance of all structures from each other and from property lines
- Location and height of all fences and retaining walls
- Location and size of off street parking
- Location of existing and proposed vegetation
- Location of existing and proposed utilities to new ADU
- Location of existing and new utilities (sewer lateral clean-outs. Gas lines, electrical overhead, or underground conductors.)
- New sewer lateral serving the new ADU is not allowed to connect under existing foundation (CPC 311.11)
- ADU sewer line cannot be connected directly to existing main dwelling unit
- Location of exiting and new meter location (gas, electrical, water.)
- Site plan signed by preparer
- Provide a photo from the street of the existing main dwelling

****Note:** The cost for a site plan is significantly less than plans for an ADU. If you think you may have an easement on your parcel, contact the Engineering Department to verify at 760-329-6411.



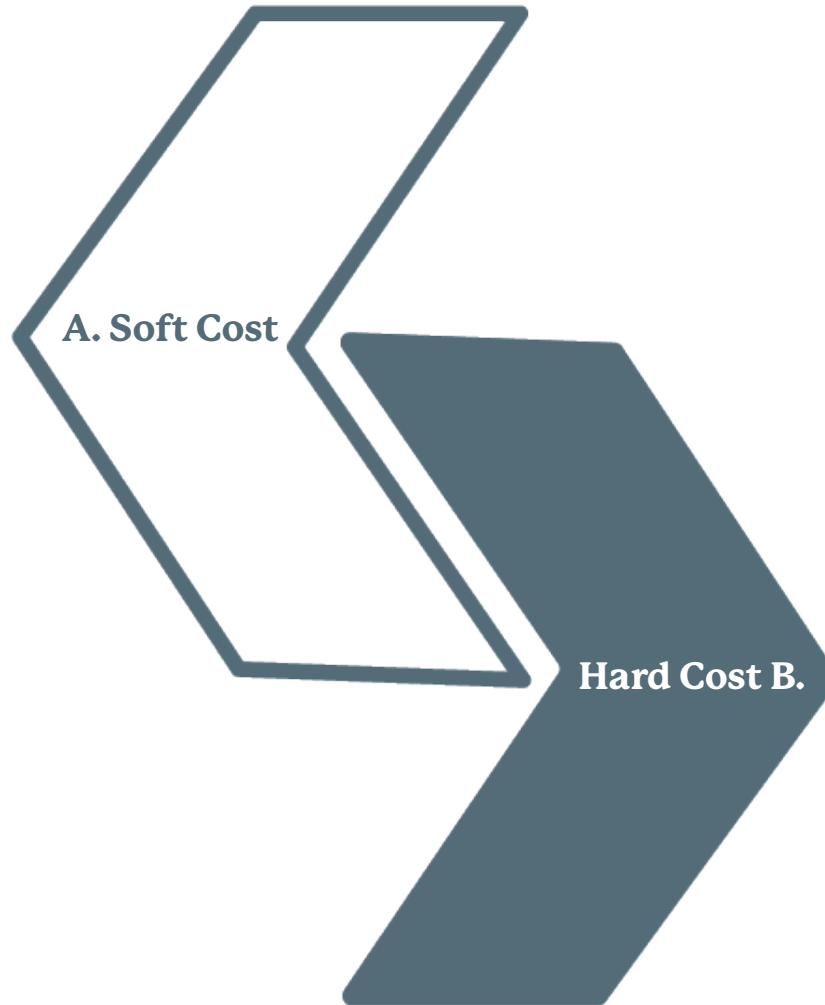


STEP 3: Determining Cost & Financing

Before proceeding with constructing an ADU, determine if the overall cost is within your financial means. To assist with determining the projected expenses, review the following soft and hard costs. Soft costs are cor-related with services that are not direct construction costs. Hard costs are correlated with direct construction such as material and labor.



- Architect/ Draftsman/ Contractor/ Engineer
- Building Plan Review & Permit Fees
- School Fees (Potential)
- Regional Impact Fees / Sewer Capacity Fees (Potential)
- Septic (if needed)
- Site Plan
- Soil Report (if needed)



- Materials
- Labor
- Photovoltaic System (Solar Panels)
- SoCal Edision Electrical Upgrade or New Connection
- Water Upgrade or New Connection
- Sewer Upgrade or New Connection
- Gas Upgrade or New Connection
- Fire Sprinklers (if needed)





STEP 4: Complete Pre-Approved ADU Plans for Submittal

On the City's website download the set of Pre-Approved Detached ADU Plans you want to submit permits for.

Once you have downloaded your plan of choice, confirm which sections require supplemental information to be completed. The Title Sheet of the pre-approved plans will have all the sections that need completion or input. Here is a list for reference:

Sections that require your input on plan Title Sheet are:

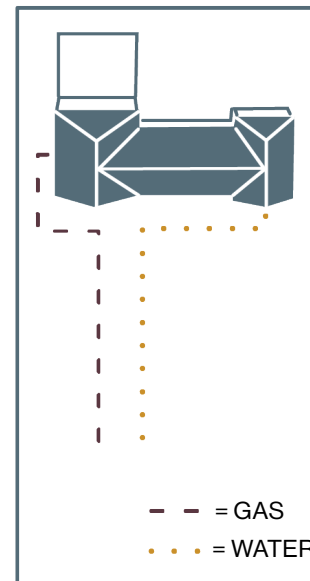
- Exterior style
- Exterior wall material
- Roof framing
- Roof Material
- Fire Sprinkler information
- Fire rated details
- Window and Trim Color
- Sewer wastewater information
- Electrical Service Information
- Gas Service information
- Site/Soils/Foundation information
- Gas Line Isometric Diagram

Additional documents, which must be provided at submittal:

- Coversheet
- Site Plan
- Fire Sprinklers (if needed)
- Photovoltaic System
- Soil Report (if needed)
- Septic Design (if needed)

Address Assignment: An address assignment is required for adding a new address to an existing site or building. An Addressing Assignment must be completed when a new unit or building is proposed. Please contact the Building Dept. for new addresses.

Energy Title 24 Report : General Energy calculations were provided in the set which will work for all orientations in our climate zone.



Site Specific Gas Line Isometric Diagram:

Whenever gas piping is being installed a diagram is required showing all gas piping on the system from the gas meter to each gas appliance tied into the gas piping. A gas diagram consists of size and length of each section of gas pipe starting at the meter, to each take-off tee branch, including sections between take-off tee branches as well as size and length of all branches coming off the main gas line that supply each household appliance. Also, include gas load calculations (BTUs/CFH) of each household appliance that will be tied into the gas line. The draftsman/ designer/ architect /engineer/ general contractor shall be responsible for completing this diagram.





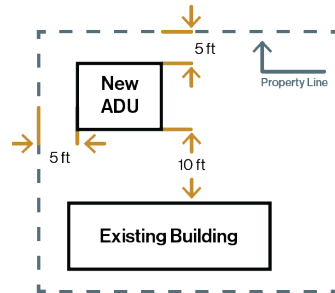
STEP 4: Complete Pre-Approved ADU Plans for Submittal

Fire Sprinklers: A new ADU is required to have fire sprinklers if the existing residence has fire sprinklers. Applicant can defer submittals until requirements are met. If fire sprinklers are required for the ADU, these need to be approved, installed and inspected before the final ADU inspection.

Sample of preferred fire separation distance:

Fire Separation Distance: It is best to provide the minimum distances shown right, from the new ADU to the existing buildings or property line. If this isn't possible, schedule an appointment with the Building Dept. specialist to discuss options.

* If minimum fire separation distances are not met, the approval process may be delayed and increase construction cost of the new ADU.



For more information, contact the Fire Department at 760-329-6411 Ext 261 or Building Department at 760-329-6411 Ext 504

Photovoltaic System (Solar Panels): Per California Energy Commission, Title 24: Newly built, non-manufactured, detached ADUs will need to install solar panels. Solar panels for the new ADU can be installed on the ADU, existing house and/or another structure within the site. All permanent installations of electrical generators including solar panels and other power sources shall be approved by the building code official. To obtain a Solar Photovoltaic Permit you must submit a building permit application, a photovoltaic plan set and specifications, and site plan (Site plan should show relative location of major components on the property) at the time of the pre-approved detached ADU application submittal or you can defer the photovoltaic permit application while the ADU is being constructed. The photovoltaic system must be installed, operational and finalized prior to the final building inspection and approval of the ADU. The Permit Center requires all new plans and documents to be in digital format (PDF) when submitted.

Desert Valley Disposal (DVD): All construction debris within the City is required by Desert Hot Springs Municipal Code 8.08 to divert at least 65% of the C&D debris and 100% of the inert materials produced by the project. Additionally, all building applicants must submit a DVD Waste Agreement (prior to permit issuance), Failure to submit DVD waste agreement with the City may result in non-compliance fees and/or delay permit issuance. Contact Desert Valley Disposal to obtain agreement documents: (760) 329-5030.





STEP 5: Consult with Permit Services

If questions arise while filling out the forms, please consult with a Building Permit Specialist: Contact (760)329-6411 Ext 504 or email permittechnician@cityofdhs.org.



- Fire rated details
- Sewer lateral information
- Electrical Service Information
- Photovoltaic System (Solar panels)
- Septic Design (if needed)
- Gas Line Isometric Diagram
- Gas Service information
- Soils Report



STEP 6: Submit your Building Permit Application



In general building permit fees in the City of Desert Hot Springs are determined based on the total valuation of the work to be conducted under a permit issued by the City. The City of Desert Hot Springs City Wide Fee Schedule and its accompanying valuation table both detail the process for valuing projects in order to determine permit fees. Please refer to the [City-Wide Fee Schedule](#) for additional context.

Note: All building permit applications/plans/documents are required to submit via "paperless" at www.cityofdhs.org. For questions regarding submittal, please contact (760)329-6411 Ext.504 or permittechnician@cityofdhs.org



These documents must be included in digital submittal:

1. Set of Pre-Approved ADU Plans
2. Site Plan
3. Additional Documentation Required
4. Hold Harmless Statement Signed by Property Owner
5. Building Permit Application
6. Owner/Builder Form (if needed)
7. Desert Valley Disposal (DVD) Agreement



**The Hold Harmless Statement is part of the documents needed when submitting the permit application. Be sure you, as the property owner, review and sign the Hold Harmless Statement.



STEP 7: The Building Permit Review Process



Once a complete application is submitted, the Plan Check staff will review the accuracy and completeness of the plans. If plans need corrections, a review letter will be sent to the contacts listed on the application.



A. If you hire a design professional, they are the project managers and are responsible for addressing the corrections and resubmitting plans to the permit center.



B. If you are both owner and applicant, then you will be tasked with addressing the corrections and resubmitting the plans to the permit technicians.



C. Corrections must be provided within 180 days from the date the letter with corrections was issued. If the corrections are not submitted within this time, the building permit application will be automatically be withdrawn.



D. If you hired a professional, please collaborate with them to ensure the revised plans and necessary documentation is provided in a timely manner. If you hire a professional they may use parts of the City Standard Plans or not at all.





STEP 8: Building Permit Issuance

Once the Building Permit has been fully approved, the Permit Center Coordinator will contact the applicant. At this point, the owner and/or the General Contractor can obtain the permit. Building permit associated fees will be assessed. To pull the building permit, the following remaining balance and fees are due at issuance:



i. The remaining building permit fee must be paid before the permit may be issued. For more details, see the valuation table in the City-Wide Fee Schedule.



ii. Upon completion of plan review approval, the applicant must contact Mission Springs Water District and inquire about a one-time sewer fee connection (Residential Capacity Charge). Applicant is responsible for providing a receipt of payment from the agency prior to building permit issuance. Contact MSWD at (760) 329-2904.



iii. Depending on the sqft of the new detached ADU--Upon completion of the plan review approval, the Permit Technicians will provide a form to be presented to both school districts. Applicant is responsible for providing a receipt of payment prior to building permit issuance.



STEP 9: Begin Construction and Schedule Inspections



Construction may commence after permit issuance. As different stages of work are completed and not concealed, inspections are to be scheduled for that work completed. Please reference the permit card for inspection types. No work shall be concealed without a passing inspection.



A. If an inspection does not pass on the first try, a new inspection will need to be scheduled with a potential re-inspection fee being assessed. Inspection Request Hotline: (760)329-6411 Ext. 244 or inspection@cityofdhs.org



B. Inspections must be conducted within 12 months of the previous inspection to avoid expiration of permit.



C. Prior to the final inspection, the city requires (2) hard-copies of the approved plans to be dropped off to city hall for county records. This may also be done at time of permit issuance.





STEP 10: Consult with Utilities



Electrical/Gas Connections: Upon final inspection an electrical/gas meter release inspection is required from the city. SoCal Edison & SoCal Gas will be notified by the city upon completion of this inspection. Residents can call SoCal Edison: (800) 655-4555 or visit sce.com & SoCal Gas (800) 427-2200 or visit socalgas.com for additional information.



Mission Springs Water District (MSWD): In addition to Residential Capacity Charge a Sewer/Septic Connection Permit Issued by MSWD is required to connect to the regional sewer system. Contact MSWD Customer Service Team for instructions. Residents can call (760) 329-2904 or visit mswd.org for additional information.



Waste Management: To start trash and recycling curbside collection please contact Desert Valley Disposal (DVD). Residents can call (760) 329-5030 or visit desertvalleydisposal.com for additional information.



STEP 11: Schedule Final Inspection



Congratulations, you now have a new ADU!

After all requirements have been met and inspections completed and approved, your permit is finalized.



Utility and Agency Contacts

- Mission Springs Water District (MSWD):
760-329-2904
- Coachella Valley Water District (CVWD):
760-398-2651
- Desert Valley Disposal (DVD): 760-329-5030
- Southern California Edison: 1-800-655-4555
- Southern California Gas Company: 1-800-427-2200
- Palm Springs Unified School District (PSUSD):
760-416-6000

