Checklist for Accepting Residential ADU Permit Applications
(Please see the Planning Division for the definition of an Accessory Dwelling Unit)

NEW DETACHED ACCESSORY DWELLING:

☐ Completed and signed permit application and Plan Check Fee paid
☐ Two (2) sets of Energy Compliance Forms and Cal Green Compliance.
☐ Four (4) complete sets of plans with wet signature on two (2) sets of plans
☐ Two (2) sets structural calculations.
☐ Elevation Certificate if located in Flood Plain with appropriate section(s) completed
☐ Fire Sprinkler Checklist completed - check existing water meter for size compliance,
☐ Soils Investigation Report (see ‘When is a Soils Investigation Required’ handout)
☐ Compliance with Cal Green Tier One checklist; or Tier Two if not all electric.
☐ Development Impact Fees - see current Impact matrix online - due before utility authorization.

NEW ATTACHED ACCESSORY DWELLING:

☐ Completed and signed permit application – is it an ADU or a Junior ADU? Plan check fee paid.
☐ Four (4) complete sets of plans with wet signature on two (2) sets of plans
☐ Engineering if second story addition, heavy or point loaded beams, lateral bracing at garage.
☐ Two (2) sets Energy Compliance Forms and compliance with Cal Green Mandatory Compliance.
☐ Compliance with mandatory Cal Green checklist where converting unconditioned space or addition.
☐ Fire Sprinkler Checklist completed - check existing water meter for size compliance.
☐ Soils Investigation or compliance with soils handout
☐ Development Impact Fees – see current Impact matrix online – due before utility authorization.

***PAYMENT OF SCHOOL FEES IS REQUIRED PRIOR TO PERMIT ISSUANCE***