



**Community Development Department**  
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Building Division  
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Online Permit Portal Link: <https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home>

## Checklist for Accepting Residential ADU Permit Applications

*(Please see the Planning Division for the definition of an Accessory Dwelling Unit)*

Project Address \_\_\_\_\_

### NEW DETACHED ACCESSORY DWELLING:

- Permit application submitted through online portal and Plan Check Fee paid
- Energy Compliance Forms and Cal Green Compliance.
- Complete sets of plans with wet signature (Site plan, architectural, structural, MEP)
- 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)
- Complete Planning Application for new address for ADU or JADU
- Development Impact Fees - see current Impact matrix online - due before utility authorization.

### NEW ATTACHED ACCESSORY DWELLING:

- Permit application submitted through online portal. Is it an ADU or a Junior ADU? Plan check fee paid.
- Complete sets of plans with wet signature. (Site plan, architectural, structural, MEP)
- Engineering if second story addition, heavy or point loaded beams, lateral bracing at garage.
- 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.
- Complete Planning Application for new address for ADU or JADU

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