



Community Development Department

11 English Street

Petaluma, CA 94952

<http://cityofpetaluma.org>

Building Division

Phone: (707) 778-4301

To schedule inspections: (707) 778-4479

Email: building@cityofpetaluma.org

Online Permit Portal Link: <https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home>

ADU/Attached Garage Conversion Building Plan Requirements & Worksheet

Homeowners are advised to hire a professional architect, designer, or draftsman to draw the plans — and these professionals are advised to create plans that comply with the requirements outlined in this worksheet. The worksheet facilitates an efficient plan review process between the applicant and City plan reviewer. Where the California Architects Practice Act exempts a structure from requiring design by a state licensed professional, an owner, contractor, or unlicensed individual may prepare construction documents for permit. See Architects Practice Act: [California Architects Board](#).

BEFORE YOU CREATE BUILDING PLANS

Before investing in plans, make sure your ADU concept complies with the City's zoning code. To make this assessment, speak with a Planner who can review your project for zoning compliance.

PUTTING TOGETHER PLANS

This bulletin outlines the content of building plans and calculations as may be required for your ADU. This worksheet is focused on garage conversions and does not include considerations for new detached structures or additions.

PLANS

- Standard sheet sizes: 11X17, 18X24, or 24X36 inches. Each sheet must include:
 - Page number (with sheets in chronological order)
 - Project Address, Preparer's Name, Title, Registration Number (if applicable), Address, and Phone Number
- Architect's documents - Must bear their professional stamp with renewal date written or printed on the stamp.
- Engineer's documents - Must bear their stamp or seal and wet signature with date on at least the Cover Sheet, Title Sheet, or Signature Sheet.

WORKSHEET INSTRUCTIONS

For the following pages:

- In the SHEET # and DETAIL # columns, enter the page number from your plan set that contains the relevant information. If not applicable to your project, please enter N/A in the SHEET # column.

These steps help you organize the plans and help the City plan reviewer more quickly conduct the plan review.

CONTENT FOR TYPICAL ADU PLANS

	SHEET #	DETAIL #
A-1 COVER SHEET REQUIRED		
1. Preparer's Name, Title and Registration (if applicable), Address, Phone Number		
2. Project Name, Address, Assessor Parcel Number; Property Owner's Name, Address, Phone Number		
3. Scope of Work identifying all work proposed under this permit		
4. Occupancy Group Classification/s (e.g., R3 and U) and Type of Construction (e.g., Type VB)		
5. Gross Area Per Floor and Building Height		
6. Index of Drawings/Plans and show Scale used for drawings and details		
7. Applicable Codes and Editions. All construction shall conform to the applicable CCR Title 24, 2022 Building Standards Code as adopted by the City of Petaluma in the Petaluma Municipal Code Chapter 17		
A-2 SITE PLAN REQUIRED - DRAW TO SCALE AND INCLUDE:		
8. If the primary dwelling has fire sprinklers, show required ADU sprinklers		
9. If fire sprinklers are required or proposed, show applicable Fire Codes and Editions e.g., NFPA 13D		
10. If property is in a Wildland-Urban Interface Zone, show how the project meets requirements per the City of Petaluma Municipal Code		
11. Show full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, and Street Name/s.		
12. Show footprint of Primary Dwelling and Roof Line with all projections and dimensions to property lines		
13. Show recorded Easements, if any, and Visible Utilities, such as meters for electric, gas, and water		
14. Show location of any existing and proposed Retaining Walls or Accessory Structures		
15. Show footprint of Proposed ADU and Roof Line with all projections and dimensions to property lines		
16. Show the distance along a minimum 3' clear path from the ADU's farthest exterior side to the front property line. Show that the minimum 3' clear path surrounds the ADU, where the clear path measures from the farthest extending ADU projection, such as eaves. CFC 503.1.1		
17. Show a Site Vicinity Map with North Arrow and Scale. On the map, mark one or more locations of fire hydrants closest to the project. Indicate the distance from closest hydrant to the farthest ADU exterior wall using minimum 3' clear path of travel. CFC 507.5.1		

18. Show Premises Identification for “ADU Unit Address” and primary residence address. CFC 505. The Fire Department requires the address to be visible from the street or road fronting the property. Unit Number shall be placed closely adjacent to the side of the ADU access entry		
A-3 ARCHITECTURAL AND STRUCTURAL PLANS REQUIRED		
19. Existing and New Architectural Floor plans including adjoining rooms		
20. Demolition Plan if a structure or portion of a structure is to be removed		
21. Exterior Elevations		
22. Typical Cross Sections in each direction		
23. Structural Material Specifications		
24. Structural and Architectural Details		
A-5 MECHANICAL, PLUMBING AND ELECTRICAL COMPONENTS REQUIRED		
25. Location of HVAC equipment and size, noting BTU/HR output		
26. Locations of plumbing fixtures, listing all required dimensions		
27. Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels and main panels		
A-7 DETAIL SHEETS AS APPLICABLE. ALL DETAILS AND SECTIONS SHOULD CROSS REFERENCE.		
28. Window Schedule detailing egress, safety glazing, and any skylight-approved listing numbers		
29. Door Schedule listing sizes and types		
30. Flashing: Vertical and Vertical-to-Horizontal Junctures of Materials		
31. Floor Changes such as wood-to-concrete flashing details		

DESIGN CONSIDERATIONS AND SPECIFICATIONS

AS MAY BE APPLICABLE

ATTACHED ADUS ONLY REQUIRED

- | | | |
|---|--|--|
| 1. Specify the 1-hour fire rated construction at wall and floors separating dwelling units. CRC R302.3 | | |
| 2. Specify how noise attenuation will be provided between dwelling units. CBC 1206, 1206.3, AND CRC APPENDIX AK | | |

BATHROOM REQUIRED

- | | | |
|--|--|--|
| 3. Show location of mechanical vent to control humidity. Window operation is not a permissible method of providing humidity control in a bathroom. CMC CHAPTER 4, CRC R303.3.1 | | |
| 4. Clear space around a toilet shall measure a minimum 15" from centerline of toilet to wall or barrier on each side, and a minimum 24" in front of the toilet. CPC 402.5 | | |
| 5. Shower pan dimensions must be a minimum area of 1024 sq. inches and a minimum finish dimension of 30" in any direction. CPC 408.6 | | |
| 6. Shower doors shall open with a minimum 22" unobstructed opening for egress. CPC 408.5 | | |

DOORS, STAIRWAYS, LANDINGS, AND GUARDRAILS AS APPLICABLE

- | | | |
|--|--|--|
| 7. A landing or floor is required on each side of each exterior door. The landing width shall be equal or greater than the door width and 36" minimum in depth. Landings at required egress doors shall be no more than 1-1/2" lower than the top of the threshold. Exception: A door may open at a landing that is not more than 7-3/4" lower than the floor level if the door does not swing over the landing. CRC R311.3.1 AND R311.3.2 | | |
| 8. To provide opening protection between the dwelling and an attached garage, show one of the following measures. Note that doors shall be self-closing and self-latching. CRC R302.5.1 <ul style="list-style-type: none"> • Solid wood doors not less than 1-3/8" thick; • Solid or honeycombed core steel doors not less than 1-3/8" thick; or • A 20-minute fire rated door | | |

FIRE PREVENTION SPECIFICATIONS REQUIRED

9. Show and specify smoke alarms in the following locations. CRC R314.		
<ul style="list-style-type: none"> • In each sleeping room • Outside each separate sleeping area in the immediate vicinity of the bedrooms • On every occupiable level of the dwelling including basements and habitable attics • In the bedroom where a fuel-burning appliance is located within it or its attached bathroom 		
10. Show and specify carbon monoxide alarms in the following locations. CRC R315.		
<ul style="list-style-type: none"> • Outside each separate sleeping area in the immediate vicinity of the bedrooms • On every level of the dwelling including basements 		
11. Provide fire-blocking to cut off all concealed draft openings (vertical and horizontal) to form an effective fire barrier between stories and between a top story and the roof space. CRC R302.11		

FOUNDATION SLAB FLOORS, AND SOILS REPORT (New or Substandard Foundations) REQUIRED

12. Existing foundation components are allowed to remain in place provided that they are in good condition and comply with the conventional construction requirements at the time the building was built or any other time. Demonstrate that the foundation components meet this requirement.		
<ul style="list-style-type: none"> • Specify 12 inches minimum depth of footing in undisturbed natural soil. CRC R403.1.4 		
<ul style="list-style-type: none"> • Dimension continuous exterior and interior bearing wall foundations. 		
13. Provide capillary break for new slab-on-grade floors in conformance with CRC 506.2.3 and CALGreen 4.505: A 4-inch thick base of 1/2" or larger clean aggregate shall be provided with a 10-mil polyethylene or approved vapor retarder (lapped 6 inches minimum at edges), in direct contact with the concrete. Existing slabs may be treated for water transmission with an approved application of a liquid barrier.		
14. Garage conversions require CEBC 506.3 seismic force-resisting system compliance. Garage occupancy class U conversion to ADU occupancy class R-3 will require lateral bracing alterations. The wall bracing at the garage overhead door may be insufficient with current code.		

ROOMS, WINDOWS, AND EGRESS REQUIRED

15. Specify a minimum ceiling height of 7'-0" for all habitable rooms. CRC R305.1 INCLUDES EXCEPTIONS.		
16. No habitable room other than a kitchen shall be less than 7'-0" in any dimension and less than 70 square feet in area. CRC R304.1, CRC R304.2 AND R304.3.		
17. Exterior glazed opening area (window) must be at least 8% of the floor area of all habitable rooms. CRC R303.1 INCLUDES EXCEPTIONS.		

18. Openable exterior opening area must be at least 4% of the floor area. CRC R303.1. See also Information on Plans for ASHRAE 62.2 for applicable Energy Compliance Requirements.		
19. Basements and sleeping rooms must have a window or exterior door for emergency exit or rescue that opens onto a yard, alley, or public way. The window shall have the bottom of the clear opening not greater than 44" above finished floor, 5.7 sf of openable area, 24" net clear opening height, and 20" net clear opening width. CRC R310 Exception: Grade floor openings may have a minimum net clear opening of 5 sf.		
20. Required egress doorways shall have a minimum 32" clear width (measured with door open 90° and not less than 6'-6" clear in height. CRC R311.2		
21. SAFETY GLAZING. CRC R308.4 Specify locations where safety glazing is required, including:		
<ul style="list-style-type: none"> Glazing in all fixed and operable panels of swinging, sliding and bifold doors. 		
<ul style="list-style-type: none"> Glazing in an individual fixed or operable panel adjacent to a door, where the bottom exposed edge of the glazing is less than 60 inches above the floor or walking surface and it meets either of the following conditions: <ol style="list-style-type: none"> Where the glazing is within 24 inches of either side of the door in the plane of door in a closed position. Where the glazing is on a wall perpendicular to the plane of the door in a closed position and within 24 inches of the hinge side of an inswing door. See R308.4.2 for exceptions. 		
<ul style="list-style-type: none"> Glazing in an individual fixed or operable panel that meets ALL of the following conditions: <ul style="list-style-type: none"> - The exposed area of an individual pane is larger than 9 sf; - The bottom edge of the glazing is less than 18" above the floor; - The top edge of the glazing is more than 36" above the floor; and - One or more walking surfaces are within 36" of the glazing as measured horizontally. 		
<ul style="list-style-type: none"> All glazing in guards or railings regardless of area or height above a walking surface. Included are structural baluster panels and nonstructural infill panels. 		
<ul style="list-style-type: none"> Glazing in walls, enclosures or fences containing or adjacent to hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers, and indoor or outdoor swimming pools where the bottom exposed edge of the glazing is less than 60" measured vertically above any standing or walking surface. 		
<ul style="list-style-type: none"> Glazing adjacent to stairways, landings and ramps within 60" horizontally of a walking surface when the exposed surface of the glazing is less than 36" above the plane of the adjacent walking surface. 		
<ul style="list-style-type: none"> Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 36 inches above the landing and within a 60" horizontal arc less than 180 degrees from the bottom tread nosing. 		

TITLE 24 BUILDING ENERGY EFFICIENCY STANDARDS AND CALGREEN

22. Certificate of Compliance. For all buildings, the Certificate of Compliance Form (CF1R) shall be signed by the person who is eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design. The forms shall be incorporated into the plans.		
23. For performance Compliance Method, all pages of the CF1R form must have the same "Report Generated" date and time. If HERS verification is required, the form must be registered with a HERS provider.		
24. Provide the CALGreen checklist on the plans indicating all the 'green' features proposed; see: CALGreen Building Design and Construction Verification - Petaluma (cityofpetaluma.org) . CALGreen 301.1.1.		
25. Buildings finalized prior to January 1st, 1994 are subject to Civil Code Section 1101.3 for installation of water conserving plumbing fixtures. CALGreen 301.1.1. For information and self-certification form, see: Water Use Efficiency Improvements - Petaluma (cityofpetaluma.org) .		

WATER HEATERS, FURNACES, AND CLOTHES DRYERS

26. Show location of water heater and forced air unit on the plans.		
27. Show and specify how the water heater will be seismically braced per CPC 507.2. Water heaters in garages or adjacent spaces that open to the garage and are not part of the living space of a dwelling unit shall be installed so that the burners and burner-ignition devices are located not less than 18" above the floor, unless listed as flammable vapor ignition resistant. CPC 507.13		
28. Water heater installations in bedrooms and bathrooms shall comply with CPC 504 options:		
<ul style="list-style-type: none"> Option #1 - Fuel-burning water heaters may be installed in a closet located in the bedroom or bathroom provided the closet is equipped with a listed, gasketed door assembly and a listed self-closing device that does not have a hold-open feature. The assembly shall be installed with a threshold and bottom door seal. All combustion air for such installations shall be obtained from the outdoors. The closet shall be for the exclusive use of the water heater. 		
<ul style="list-style-type: none"> Option #2: The water heater shall be of the direct vent type. 		
29. Central heating furnace installations or low-pressure boiler installations in bedrooms or bathrooms shall comply with CMC 904.1 options:		
<ul style="list-style-type: none"> Option #1: The furnace or low-pressure boiler may be Installed in a closet located in a bedroom or bathroom, provided the closet is equipped with a listed, gasketed door assembly and a listed self-closing device that does not have a hold-open feature. The assembly shall be installed with a threshold and bottom door seal. All combustion air for such installations shall be obtained from the outdoors. The closet shall be for the exclusive use of the furnace or low-pressure boiler. 		
<ul style="list-style-type: none"> Option #2: The central heating furnace or low-pressure boiler shall be of the direct-vent type. 		

30. Show and specify a laundry tray or automatic washer standpipe for each dwelling unit. CPC Table 422.1.		
31. Ventilation for mechanical clothes dryers shall be vented to the outside. See: Domestic Dryer Vent Length Limitations for more information.		