

## A Property and Project Information

Use this checklist to help you understand if an ADU is allowed on your property, if there are special issues to be aware of early in the process and which local agencies you may need to follow up with about additional fees or permits.

### Owner/Project Contact

Name:

Phone:

Email:

### Parcel and Property

Project Address:

Zoning District:

APN:

Lot Size:

Type of Construction:

Height:

Number of Stories:

Square Footage:

Historic Status:

Additional Parcel Designations:

Flood plain  Steep slopes  Ag boundary  Geohazard or landslide zone  Dedicated easement

Fire Sprinklers in Primary Unit:  Yes  No

Fire Alarm (manual/automatic):  Yes  No

### Type of ADU and Specifications

Location on Lot:

Type:  Detached  Attached  Conversion  Above Garage  JADU  Legalizing Existing Unit

Size:

Setbacks:

Height:

### Special Site Circumstances to Address

Applicable

Complete

#### Soil Study

Geotechnical Engineers create soils reports to allow the proper foundation to be designed for your ADU project. If you are planning on an attached, or detached ADU or adding an extension to your existing house where a new foundation would be created, then you will likely need a Soils Study in most jurisdictions. Some projects can qualify for a soils report waiver, which will require engaging a professional to complete. Contact your jurisdiction for further details.

#### Additional Utilities, Water, or Sewer

Will you be creating new connections to utilities outside of your property boundaries, ie. a new water lateral from the main in the street? Or a new electrical connection at the pole? If so, then check the "Applicable" box.

#### Fire Sprinklers and Alarms

<p>If you will be adding fire sprinklers or grid connected alarms (either for fire or police), then check this box.</p>		
<p><b>Tree Removal</b> Different jurisdictions have specific rules regarding removing existing trees. If your project will require removal of any substantial trees on your property, check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Parking Replacement</b> Will your project remove existing parking on your property, and are you required to replace it? If so, then check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Other</b> This may include additional site improvements such as French drains, parking areas, fire truck access and/or turn-arounds.</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Agency Fees and Permits	Applicable	Complete
<p><b>School Fees</b> If your project is larger than 500 sf then you will be required to pay relevant school fees.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Impact Development Fees</b> If your project is larger than 750 sf than you be required to pay some portion (up to 100%) of the 'normal' impact fees.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Conditions of Approval Fees</b> Depending on your project and jurisdiction, some additional fees may be levied, typically only for large or tall projects, or projects that require a variance or other special consideration.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Other</b> Other agencies can levy substantial fees on ADU projects when electrical upgrades are needed. Check with your Planning or Building Department to inquire about fees other agencies may charge.</p>	<input type="checkbox"/>	<input type="checkbox"/>

## B Building Permit Application Checklist

*This checklist will help you know what to submit for your building application. Homeowners are encouraged to hire a licensed architect, designer or builder to draw up plans and prepare the application.*

What to Submit	Complete
<b>Multiple Sets of Plans (typically 6 sets)</b> Plan sets need to be certain minimum size (often 24"x36") and include such things as a north arrow, building and setback dimensions, scale of plans, size of project, owner name and contact info, designer's name and contact info, etc.	<input type="checkbox"/>
<b>Site Plan</b>	<input type="checkbox"/>
<b>Floor Plan</b>	<input type="checkbox"/>
<b>Building and Exterior Elevations</b>	<input type="checkbox"/>
<b>Foundation Plan</b>	<input type="checkbox"/>
<b>Plumbing, Electrical, and Mechanical Plans</b>	<input type="checkbox"/>
<b>Energy Requirements</b>	<input type="checkbox"/>
<b>Tree Replacement Plan (if required)</b>	<input type="checkbox"/>
<b>Calculations (if required)</b> <input type="checkbox"/> Title 24 State Energy Compliance Documents <input type="checkbox"/> Structural Calculations <input type="checkbox"/> Geotechnical or Soils Reports	<input type="checkbox"/>
<b>Other Agency Permits and Fees Paid (if required)</b>	<input type="checkbox"/>