



# APPLICATION FOR ACCESSORY DWELLING UNITS (ADUs) IN CONJUNCTION WITH TWO-FAMILY OR MULTIFAMILY DWELLINGS\*

## GENERAL INFORMATION

APPLICANT'S NAME/COMPANY: \_\_\_\_\_

PROPERTY ADDRESS(ES): \_\_\_\_\_

EXISTING NUMBER OF LIVING UNITS ON SITE: \_\_\_\_\_

PROPOSED NUMBER OF ADUs: \_\_\_\_\_

DESCRIPTION OF PROPOSAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SELECT TYPE(S) OF PROPOSED ADU(S):

*For further details regarding the definitions and regulations for the different types of ADUs, please refer to the Step 1 Zoning Criteria Checklist in the following pages of this application. Note that a lot may contain Category 1 and Category 2 Multifamily ADUs.*

**CATEGORY 1:** CONVERSION OF **EXISTING NON-HABITABLE SPACE**, LOCATED **WITHIN** PORTIONS OF EXISTING TWO-FAMILY OR MULTIFAMILY DWELLINGS, SUCH AS STORAGE ROOMS, BOILER ROOMS, PASSAGEWAYS, ATTICS, BASEMENTS OR GARAGES.

**CATEGORY 2:** CONSTRUCTION OF NEW **DETACHED** STRUCTURE(S) OR CONVERSION OF EXISTING DETACHED STRUCTURE(S) ON LOTS WITH EXISTING TWO-FAMILY OR MULTI-FAMILY DWELLINGS

\*CHANGE OF OCCUPANCY REGULATIONS FOR THE CALIFORNIA EXISTING BUILDING CODE (CEBC) MAY APPLY WHEN ADDING ADUs.

## APPLICATION PROCESS

### The application is broken down into a two-step process:

**Step 1** involves meeting the zoning submittal and checklist requirements of the Planning Bureau; only the sections that state "Step 1" in this application are needed in order to undertake the first step review of the ADU(s). Once the Planning Bureau has reviewed the application and has determined it meets zoning requirements, then the applicant can proceed to Step 2.

**Step 2** involves meeting the building submittal and checklist requirements of the Building Bureau – each of the sections that state "Step 2" in this application.

PLEASE SUBMIT ALL APPLICATIONS PLANS ELECTRONICALLY TO [HTTPS://APPS.OAKLANDCA.GOV/DIGITALINBOX/](https://apps.oaklandca.gov/digitalinbox/)

## SUBMITTAL REQUIREMENTS MASTER CHECKLIST

Below is a brief overview of all the submittal requirements for both Step 1 and Step 2, but as stated earlier, Step 2 submittals are only needed after Step 1 is finished. **Please submit all applications and submittal requirements electronically to <https://apps.oaklandca.gov/DigitalInbox/>**

### ZONING REQUIREMENTS, STEP 1

- COLOR PHOTOGRAPHS OF PROPERTY & ADJACENT PROPERTIES
- PLANS  
**SEE PAGES 4-5** FOR MORE DETAILED PLAN, SURVEY, AND RELATED REQUIREMENTS
  - LINE AND/OR TOPOGRAPHICAL SURVEY  
REQUIRED ONLY FOR BUILDINGS/ADDITIONS HAVING FOOTPRINT WITHIN 3 FEET OF A PROPERTY LINE OR ON SLOPES 20% OR MORE
  - SITE PLAN
  - FLOOR PLANS
  - ELEVATIONS  
REQUIRED ONLY FOR NEW CONSTRUCTION PROJECTS, ADDITIONS, OR EXTERIOR ALTERATIONS
  - CROSS-SECTIONS  
REQUIRED ONLY FOR BUILDINGS OR ADDITIONS LOCATED ON A LOT WITH A SLOPE OF 20% OR MORE
  - TREE SURVEY  
REQUIRED ONLY FOR PROJECTS THAT INVOLVE A TREE PRESERVATION/REMOVAL PERMIT (**SEE PAGE 9**)
  - GRADING PLAN  
REQUIRED ONLY IF THE PROJECT PROPOSES ANY SITE GRADING
  - CREEK PROTECTION PERMIT  
REQUIRED ONLY IF ANY PROPOSED CONSTRUCTION ACTIVITY IS OCCURRING ON A CREEKSIDE PROPERTY (**SEE PAGE 10**)
  - CALGREEN CHECKLIST (**SEE PAGE 10**)
- CHECKLIST FOR ACCESSORY DWELLING UNITS  
**SEE PAGES 7-8** FOR PROJECT ZONING REQUIREMENTS
- EVIDENCE OF LEGAL STATUS OF EXISTING NUMBER OF UNITS AND OF ACCESSORY STRUCTURES (MAY REQUIRE AN OAKLAND RESIDENTIAL RECORD (3R) REPORT)

### BUILDING REQUIREMENTS, STEP 2

- PLANS  
**SEE PAGES 11-12** FOR MORE DETAILED BUILDING PLANS AND DRAWING REQUIREMENTS
  - TITLE BLOCK
  - SCOPE OF WORK
  - TITLE 24 ENERGY DOCUMENTATION
  - SITE PLAN
  - DEMOLITION PLAN
  - FLOOR PLANS
  - CONSTRUCTION SECTIONS
  - ELEVATIONS
  - FOUNDATION PLAN (FLOORS AND ROOF)
  - FRAMING PLANS
  - DETAILS AND SECTIONS (REFERENCED FROM PLANS)
  - STRUCTURAL CALCULATIONS
  - ZONING APPROVAL STAMP
- CHECKLIST FOR ACCESSORY DWELLING UNITS  
**SEE PAGES 13-14** FOR PROJECT BUILDING REQUIREMENTS (ALL CATEGORIES)
- DEED RESTRICTION (RESTRICTING SALE OF ADU FROM THE PRIMARY LIVING UNITS)
- EBMUD FIRE HYDRANT FLOW DATA REPORT  
(VISIT [EBMUD.COM/FIRE](http://EBMUD.COM/FIRE) OR CALL (510) 287-1842 OR CHECK WITH OAKLAND FIRE AT 250 FRANK H. OGAWA PLAZA, SUITE 3341)

**STEP 1: PROPERTY OWNER & APPLICANT INFORMATION**

*Provide a copy of this signature page for EACH of the owners of ALL of the units in the building.*

Unit No. or Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**To be completed only if Applicant is not the Property Owner:**

*I authorize the applicant indicated below to submit the application on my behalf.* \_\_\_\_\_

*Signature of Property Owner*

**Applicant** (Authorized Agent), if different from Owner(s): \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

I understand that approval of this application does not constitute approval for any administrative review, Conditional Use Permit, Variance, or exception from any other City regulations that are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions appurtenant to the property.

I certify that I am the Applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director. I further certify that I am the Owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature above.

I understand that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, it may be necessary for the City to request clarifying information and/or materials after my application has been submitted and reviewed by City staff. I understand that any failure to submit the clarifying information and/or materials in a timely manner may render the application inactive and that periods of inactivity on the applicant's part do not count towards statutory time limits applicable to the processing of this application.

I understand that the proposed project and/or property may be subject to other laws, codes, regulations, guidelines, restrictions, agreements, or other requirements of other public agencies within or outside of the City of Oakland, and that the project and/or property may also be subject to requirements enforced by private parties. I am aware that the City recommends that I become fully aware of any other potential requirements before I submit this application and that I comply with all other requirements prior to commencing the proposed project.

**I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT I HAVE READ THE ABOVE AND THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
**Signature of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**

## Step 1: ZONING PLAN REQUIREMENTS

### (2) PLAN SETS FOR PLANNING PERMIT

- Include north arrow, date prepared and scale.
- Acceptable drawing scales are: 1/4" = 1', 3/16" = 1', 1/8" = 1', and 1" = 10'.
- Include the name, email and phone number of person preparing the plan.
- Show all encroachments over the public Right-of-Way.
- Space for zoning stamp.

#### (a) **LINE AND/OR TOPOGRAPHICAL SURVEY** (required only for the following project types listed below)

Required for any building or addition with new or replacement footprint within 3 feet of a property line:

- Applicable line survey with field-verifiable monuments set or found by the surveyor.
- Location, dimensions, & dimensions to property line of existing and proposed buildings & similar structures within 3 feet of the relevant property line(s).

Required for any building or addition with new or replacement footprint located on a lot with a slope of 20% or more:

- Site topography for all areas of proposed work.
  - Must be no more than 3 years old from the time of submittal – date of survey must be included.
  - Must be prepared by a California State Licensed Land Surveyor or by a Civil Engineer with a license number below 33966 (licensed prior to January 1, 1982).
  - **Include the wet stamp and signature** of the Land Surveyor or Civil Engineer who prepared the survey.
  - Include the applicable surveyor's statement in accordance with the Professional Land Surveyors Act.
  - In addition to paper copies, the survey must also be submitted in digital format.

#### (b) **SITE PLAN**

- Two site plans (one existing, labeled "Existing Site Plan" and one proposed, labeled "Proposed Site Plan")
- Location and dimensions of all property boundaries, and distances from structures to property lines.
- Location and dimensions of all existing and proposed buildings, decks, stairs, and patios.
- Dimensions of all existing and proposed building setbacks from property lines.
- Location, dimensions, and paving materials of all existing and proposed adjacent sidewalks, curbs, curb-cuts (including curb-cuts on adjacent neighbor's lots), and streets.
- Location and dimension of all existing and proposed driveways, garages, carports, vehicle parking spaces, bicycle parking spaces, maneuvering aisles, wheel-stops, pavement striping/markings, and directional signage. Indicate existing and proposed paving materials.
- Location, height, and building materials of all existing and proposed fencing and walls.
- Location, height (including top and bottom elevation measurements), and building materials of all existing and proposed retaining walls.
- Location and size (dbh) of all existing trees and indication of any trees to be removed, include trees on neighboring properties that are within 10 feet of construction.
- Location of drainage ways, creeks, and wetlands
- Roof plan showing roof slope and direction, and location of mechanical equipment, ducts, and vents.
- For projects located on a lot with a slope of 20% or more: Show existing and proposed topographic contours overlaid with proposed roof plan and indicating roof ridge spot elevations.
- Show any building to be demolished both historic and non-historic.
- Location and size of storage area for recycling containers.

## STEP 1: ZONING PLAN REQUIREMENTS (continued)

- (c) **FLOOR PLAN**
  - Include complete floor plan of all floors of entire building, including existing and proposed work.
  - Label all rooms (e.g., bedroom, kitchen, bathroom), and include dimensions of room sizes.
  - Show locations of all existing and proposed doors, walls, and windows, including any window schedule (with information on recess, sash and trim material, manufacture).
  - Location of and distance to all adjacent property boundaries.
  - Label and identify location of primary Residential Facility and ADU (existing and proposed).
  
- (d) **ELEVATIONS**
  - Show all structure elevations (front, sides and rear) that will be affected by the proposed project.
  - For additions/alterations: label existing and new construction, as well as items to be removed.
  - Identify all existing and proposed exterior materials - including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elements.
  - Show any exterior mechanical, duct work, and/or utility boxes.
  - Include dimensions for building height (from grade to pitch) and wall length.
  
- (e) **CROSS SECTIONS** (required only for buildings or additions located on a lot with a slope of 20% or more)
  - Include all critical cross sections, including at least one passing through the tallest portion of the building.
  - Include floor plate and roof plate elevation heights.
  - Location of and distance to all adjacent property boundaries.
  - Label the location of the cross-sections on the site plan.
  
- (f) **TREE SURVEY** (required only for projects which involve a Tree Preservation/Removal Permit)
  - Include north arrow, date prepared and scale (Tree Survey should be drawn to the same scale as the Site Plan).
  - Include the name & phone number of person preparing the plan(s). As appropriate or required, include the stamp & "wet signature" of any licensed architect, landscape architect, surveyor and/or civil engineer preparing final plans.
  - Indicate the size (dbh), species, and location of all protected trees within 30 feet of development activity on the subject lot, regardless of whether the protected trees are included on any tree preservation/removal permit application.
  - Label all protected trees that are located within 10 feet of construction (including trees located on neighbor's properties or the adjacent public right-of-way) with the matching number or letter from the Tree Preservation/Removal Permit application ([see page 9](#) of this application).
  
- (g) **GRADING PLAN** (required only if the project proposes any site grading)
  - Show proposed grading plan and/or map showing existing and proposed topographic contours (this may be combined with the Site Plan for small projects with only minor grading).
  - Include an erosion & sedimentation control plan.
  - Include a summary table of all proposed excavation, fill, and off-haul volumes.

## Step 1: Zoning Permit Information

*(Please complete additional sheets if the proposal includes more than 3 Category 1 ADUs).*

CALCULATIONS	Existing Pre-Project	Demolition	New Proposed	Total Post-Project	% Change (Existing/Total)
<b>Total Lot Area (sq. ft.)</b>		N/A	N/A	N/A	N/A
<b>Primary Residential Facility Characteristics:</b>					
Floor area (sq. ft.)					
Footprint (sq. ft.)					
Building height (ft.)					
<b>Type and Number of ADUs (list for each):</b>					
Total ADUs (number)					
Category 1 (number)					
Category 2 (number)					
<b>ADU – floor area (list square feet for each):</b>					
Category 1 - #1 (sq.ft.)					
Category 1 - #2 (sq.ft.)					
Category 1 - #3 (sq.ft.)					
Category 2 - #1 (sq.ft.)					
Category 2 - #2 (sq.ft.)					
<b>ADU – footprint (list square feet of each):</b>					
Category 2 - #1 (sq.ft.)					
Category 2 - #2 (sq.ft.)					
<b>ADU – Height (list for each):</b>					
Category 2 - #1 (ft.)					
Category 2 - #2 (ft.)					
<b>Location of Category 1 ADUs (specify previous use, such as garage, attic, basement, boiler room, etc):</b>					
Category 1 - #1					
Category 1 - #2					
Category 1 - #3					
<b>Onsite Parking Spaces (number)</b>					

## Step 1: ZONING CRITERIA CHECKLIST

Applicant's Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

Accessory Dwelling Units (ADUs) may only be granted if the applicant can check "YES" or "N/A" to EACH of the following, as applicable:

### 1) **ALL ADUS** (must be completed for all proposals)

- YES  NO  The ADU is in a zoning district and in the portion of the building or lot where Residential Facilities are allowed.
- YES  NO  The ADU is on a lot with a Two-Family or Multifamily Dwelling.
- YES  NO  The floor area of the ADU(s) contain at least a minimum square-footage that permits an Efficiency Dwelling Unit – 150 square feet.
- YES  NO  Each ADU has an independent entrance and has a private bathroom and kitchen that are independent from the primary Residential Facility. The kitchen shall include all the following: a sink, cooking facility with appliances, a food preparation counter and storage cabinets that are of a reasonable size in relation to the size of the dwelling unit.
- YES  NO  The ADU will not be used as a short-term rental facility; rentals must be for periods longer than 30 consecutive days.

### 2) **CATEGORY 1** (must only be completed if proposal includes this type of ADU)

- YES  NO  N/A  The Category 1 ADU(s) is/are located within existing non-habitable space<sup>1</sup>, such as storage rooms, boiler rooms, passageways, attics, basements, or garages within an existing Two-Family or Multifamily Dwelling, and involves no expansion of building envelope.
- YES  NO  N/A  The number of Category 1 ADUs is either one (1) ADU or no more than 25% of existing units per lot<sup>2</sup>, whichever is greater.

### 3) **CATEGORY 2** (must only be completed if proposal includes this type of ADU)

- YES  NO  N/A  The Category 2 ADU(s) is/are located in a newly constructed or a converted detached structure(s) on a lot with an existing Two-Family or Multifamily Dwelling Facility.
- YES  NO  N/A  The number of existing and proposed Category 2 ADU units per lot is no more than two.
- YES  NO  N/A  The newly-constructed detached Category 2 ADU(s) includes a rear and side setback of at least 4 feet.
- YES  NO  N/A  The converted detached Category 2 ADU(s) are either: (a) within the building envelope of an existing detached accessory structure, and involve no expansion of existing building envelope; or (b) within a rebuilt detached accessory structure built in the same location and to the same exterior dimension as the existing detached accessory structure(s).
- YES  NO  N/A  The newly-constructed detached Category 2 ADU(s) do not exceed 1,200 square feet floor area.

<sup>1</sup> Non-habitable space does **not** include detached accessory structures, existing residential units, commercial space, community rooms, gyms or any other spaces that are meant to be occupied by people.

<sup>2</sup> All calculations that result in a fractional number shall be rounded down to the nearest whole number.

**I have reviewed the above checklist and certify that the project conforms to all applicable criteria for Step 1.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date



## STEP 1: TREE PRESERVATION ORDINANCE

Pursuant to the Tree Preservation Ordinance (§12.36 O.M.C.) a Tree Preservation/Removal Permit is required for any proposed construction activity within 10 feet of a Protected Tree, even if such trees are not being removed or if they are located on a neighbor's property or in the public right-of-way (e.g., sidewalk).

The following are "Protected Trees" under the Tree Preservation Ordinance:

- a. Any Coast Live Oak tree that is larger than 4 inches in diameter at breast height (dbh)
- b. Any tree (except Eucalyptus or Monterey Pine) that is larger than 9 inches dbh\*
- c. Any tree of any size located in the public right-of-way (including street trees)



**I, THE APPLICANT/OWNER, ATTEST THAT:** *(check one)*

- (1) There are no existing Protected Trees anywhere on the subject property or within 10 feet of the proposed construction activities (including neighbor's properties or the adjacent public right-of-way).
- (2) There are Protected Trees on the subject property or within 10 feet of the proposed construction activities, and their location is indicated on the site plan and landscape plan **and** *(check one)*;
  - (a) No Protected Trees are to be removed *and* No construction activity will occur within 10 feet of any Protected Tree.
  - (b) No Protected Trees are to be removed *and* Construction activity will occur within 10 feet of any Protected Tree.
  - (c) Protected Trees will be removed.

**👉 If you checked (2b) or (2c), a Tree Preservation/Removal Permit is required. Please complete the section below.**

**DESCRIPTION OF TREES:** (Identification numbers and letters must be consistent with the Tree Survey – See submittal requirements.)

<u>Trees proposed for removal</u>			<u>Trees <b>not</b> proposed for removal but located within 10 feet of Construction Activity</u>		
#	Species	dbh*	#	Species	dbh*
1			A		
2			B		
3			C		
4			D		
5			E		

Reason(s) for removal/impacting of trees: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* **dbh:** "diameter at breast height" is determined by measuring the trunk at 4'-6" from the ground. Multi-trunked trees are measured by combining the diameters of all trunks at 4'-6" from the ground.

## STEP 1: CREEK PROTECTION ORDINANCE

Pursuant to the Creek Protection, Storm Water Management and Discharge Control Ordinance (§13.16 O.M.C.) a Creek Protection Permit is required for any proposed construction activity occurring on a Creekside property. The extent to which your development will be regulated by the Creek Protection Ordinance depends upon the location and type of proposed work.

I, THE APPLICANT/OWNER, ATTEST THAT: *(check one)*

- (1) **I do not know whether there is a Creek on or near the proposed project site.** I have submitted a request for a Creek Determination by the City of Oakland (separate form and fee required).
- (2) **No Creek exists on or near the project site;** *(check one)*
  - (a) Based on my review of the characteristics of the project site, as well as all relevant maps and plans; or
  - (b) Based on the attached report prepared by a relevant licensed professional.

*However, if the City determines that a Creek exists on or near the project site, a Creek Protection Permit is required.*
- (3) **A Creek DOES exist on or near the project site and** *(check one)*
  - (a) The proposed project only entails interior construction, and therefore requires a **Category 1 Creek Permit** (this is a no fee permit and only requires distribution of educational materials); or
  - (b) The proposed project entails exterior work that does not include earthwork and is located more than 100 feet from the centerline of the Creek, and therefore requires a **Category 2 Creek Permit** (this permit requires a site plan and distribution of educational materials); or
  - (c) The proposed project entails (a) exterior work that is located between 20 feet from the top of the Creek bank and 100 feet from the centerline of the Creek, and/or (b) exterior work that includes earthwork involving more than three (3) cubic yards of material located beyond 20 feet from the top of the Creek bank, and therefore requires a **Category 3 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review); or
  - (d) The project entails exterior work conducted from the centerline of the Creek to within 20 feet from the top of the Creek bank, and therefore requires a **Category 4 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review and a hydrology report).



## STEP 1: GREEN BUILDING REQUIREMENTS

Pursuant to the California Green (CALGreen) Building Standards Code, all new residential construction requires completion of a CALGreen Checklist (download at <https://aiacalifornia.org/calgreen-checklists>). Further, Title 24, Part 11, Section 301.1.1 states that the “mandatory provisions of Chapter 4 shall be applied to additions or alterations of existing residential buildings where the addition or alteration increases the building’s conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration.” As such, **any Accessory Dwelling Unit (ADU) that meets these conditions is also subject to Chapter 4 CALGreen requirements**, which are outlined here: [http://www.hcd.ca.gov/building-standards/calgreen/docs/HCDSHL605\\_2016.pdf](http://www.hcd.ca.gov/building-standards/calgreen/docs/HCDSHL605_2016.pdf)

I, THE APPLICANT/OWNER, ATTEST THAT: *(check all that apply)*

- (1) I am submitting a completed CALGreen Checklist with my application.
- (2) If constructing an Accessory Dwelling Unit (ADU) that meets the conditions as quoted above in code Section 301.1.1, I acknowledge that I also **MUST** comply with all Chapter 4 CALGreen mandatory measures and obtain verification by a qualified third-party inspector. I am submitting any additional green building plans with this application.

**SUMMARY OF GREEN BUILDING FEATURES NOT SHOWN ON PLANS BUT PART OF CALGREEN CHECKLIST:**

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## Step 2: BUILDING PLAN REQUIREMENTS

### (3) PLAN SETS REQUIRED

<b>1. TITLE BLOCK</b>		<input type="checkbox"/>
Address of Property, Owner, and Designer/Contact person with daytime phone number and email. APN. Sheet Number		
<b>2. LIST OF BACKGROUND INFORMATION</b>		<input type="checkbox"/>
Scope of Work – Descriptive narration of what the project will consist of. Owner’s name, code information including code year, occupancy and construction type. Include a sheet index, Zoning designation, and Assessor’s Parcel Number. Show square footage (for each level) of existing living space, added living space and total.		
<b>3. TITLE 24 ENERGY DOCUMENTATION</b> (For all areas to become conditioned space.)		<input type="checkbox"/>
CF1R Energy forms to be printed on plans. Make certain all signatures are completed. The forms need to be readable so please don’t reduce them in size.		
<b>4. SITE PLAN</b> Scale: 1/8" = 1' or 1/10" = 1'		<input type="checkbox"/>
Show outline of the building and distances to property lines. Show any accessory structures, retaining walls, sidewalks, streets, meters, curb cuts, driveways, trees. Show North arrow and scale.		
<b>5. DEMOLITION PLAN</b> Minimum Scale: 1/4" = 1'		<input type="checkbox"/>
Label all rooms. Show items to be demolished as dashed. Clearly indicate which part of the structure is to remain.		
<b>6. FLOOR PLAN</b> Minimum Scale: ¼" = 1'		<input type="checkbox"/>
Label all rooms (existing and new). Clearly distinguish between new walls and walls to remain. Show all walls with double lines. Show all windows and doors including sizes, types and egress windows. Show dimensions of all rooms. Show all major equipment locations including water heater (ADU to have permanent access), HVAC (ADU to have permanent access), electrical panels, washer/dryers, plumbing fixtures, cabinets, etc. Clearly indicate fire/sound rated walls.		
<b>7. CONSTRUCTION SECTIONS</b> Minimum Scale: 3/4" = 1'		<input type="checkbox"/>
Show major section through area of work including showing all major components. Clearly indicate fire/sound rated assemblies. Show ceiling heights. Show insulation including type & R-value.		
<b>8. EXTERIOR ELEVATION(S)</b> Minimum Scale: 1/4" = 1'		<input type="checkbox"/>
Show/indicate all finishes, new and existing. Show all items such as windows, doors, decks, stairs, etc. Clearly distinguish what elements are existing and which will be added/changed.		
<b>9. FOUNDATION PLAN</b> Minimum Scale: 1/4" = 1'		<input type="checkbox"/>
<b>Provide if the foundation will be replaced, altered, or required to support additional loading.</b> Show dimensions – Provide details showing how existing or new foundations meet current code. Show hold downs and brace/shear wall locations and lengths. Indicate location and size of access openings. Show connections to existing & use detailing to show further information.		
<b>10. FRAMING PLANS</b> Minimum Scale: 1/4" = 1' (For EACH floor and/or roof.)		<input type="checkbox"/>
Show size, direction and spacing of all joists and beams. Clearly show how any existing framing will be altered in order to meet current code requirements.		
<b>11. DETAILS AND SECTIONS</b>		<input type="checkbox"/>
Drawn large enough to show the specific construction and referenced from framing plans. Stairways, fire/sound separation between units, moisture barrier under the floor slab, foundation wall waterproofing and drainage, etc.		
<b>12. STRUCTURAL CALCULATIONS</b> (For non-conventionally framed construction.)		<input type="checkbox"/>
<b>14. ZONING APPROVAL STAMP ON PLANS</b>		<input type="checkbox"/>

After completing the minimum required items for submittal, please include this form with your submittal package.

NOTE: Plan Check may require additional clarifying information after submission.

## STEP 2: RECOMMENDED GENERAL STANDARDS FOR DRAWINGS SUBMITTED WITH BUILDING PERMIT APPLICATIONS



**PRO TIP:** *If these recommended standards are followed, it will speed the permit and plan check process, provide for more durable jobsite copies, aid the Planning & Building Department when adding standard sized City information sheets and reduce problems during construction.*

### **STANDARD REQUIREMENTS:**

**ACCEPTABLE SHEET SIZE:** 22" x 34" or 24" x 36" is preferred. 18" x 24" minimum, 36" x 48" maximum. Drawings should be standard drawing size: 18" x 24", 22" x 34", 24" x 36", 18" x 24", 30" x 42", or 36" x 48". Sets of 4 or less 8 ½" x 11" or 11" x 17" are not desirable, but will be taken in.

If drawings were done at a smaller size (11" x 17" or 8 ½" x 11"), applicant can "paste up" to a standard size and have a Xerox vellum master run at a printing company. These can be used to make the bluelines or blacklines prior to submitting for permit.

Standard size bluelines of odd-sized originals are acceptable if all information is shown on the blue line.

**BORDER REQUIREMENTS:** 1 ½" minimum at left-hand bound edge, ½" minimum elsewhere; each sheet should have borderlines.

**TITLE BLOCK REQUIREMENT:** Each sheet shall have title block indicating (1) Project title and address; (2) Owner's name, mailing address, daytime phone and fax number; (3) drawing preparer's name, address, daytime phone and fax number; (4) pertinent Consultant's name(s), mailing address, phone and fax number(s); (5) sheet number of total number or sheets (i.e.: 1 of 7, 2 of 7, etc.); (6) revision number, and (7) indication of latest date of preparation, printing.

**ELECTRONIC STAMP:** Provide blank spots 3" wide x 4" tall on each sheet of the plans to allow for electronic stamps to be placed.

### **NOT ACCEPTABLE:**

**1. DRAWINGS LESS THAN 18" X 24"** (or set with more than 4 sheets of 8 ½" x 11" or 11" x 17". *Smaller drawings make plan checking more time consuming and difficult, are more easily lost or damaged, lack of room for borders results in poor copies and lost information, and tendency to omit information if there is a lack of drawing space.*) **OR LARGER THAN 36" X 48"** (*too large to handle in plan check cubicles*).

**2. XEROXED COPIES** (*not durable for job site*).

**3. ORIGINAL DRAWINGS** (*can be easily altered during permit issuance*).

**4. DIFFERENT SIZE SHEETS IN A DRAWING SET** (*except survey and/or plot plan may be different size from the other drawings if they are the same size as each other*).

**5. DRAWINGS TAPED TOGETHER, OR SHEETS WITH SMALLER DRAWINGS TAPED, STAPLED, OR PASTED ON** (*these are not durable and will tend to get torn or ripped off*).

**6. DRAWINGS WITH INFORMATION ADDED IN RED EXCEPT BY CITY STAFF.**

**7. DRAWING SHEETS WITHOUT BORDERS OR WITH INFORMATION CROSSING OVER BORDERS** (*information may be lost due to misalignment when having copies made at the printer*).

**8. DRAWINGS WITH LETTERING LESS THAN 1/8-INCH-HIGH OR ILLEGIBLE LETTERING** (*not suitable for microfilming or making reduced size copies*).

**9. UNBOUND, UNSTAPLED DRAWING SETS**

**10. DRAWINGS WITHOUT TITLES, PERTINENT ADDRESS AND PHONE NUMBERS, OR WITHOUT PREPARER'S WET SIGNATURE ON EACH SHEET**

**11. POOR QUALITY BLUELINE OR BLACKLINE COPIES WITH POOR CONTRAST OR DIRTY BACKGROUND.**

STEP 2: BUILDING PERMIT INFORMATION	
TYPE OF PERMIT:	
	<u>      </u> BUILDING
	<u>      </u> DEMOLITION ( <u>      </u> SF)
VALUATION OF PROPOSED WORK	\$ <u>                  </u>
# OF STORIES:	
OCCUPANCY:	R-3
TYPE OF CONSTRUCTION:	V-B
DESIGN OCCUPANT LOAD:	
EXISTING FIRE SPRINKLERS:	<u>      </u> YES <u>      </u> NO
CONTRACTOR'S LICENSE NUMBER:	

### STEP 2: BUILDING CRITERIA CHECKLIST

Applicant's Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

DRX Project Application Number: \_\_\_\_\_

Accessory Dwelling Units (ADUs) may only be granted if the applicant can check "YES" or "N/A" to EACH of the following:

#### **GENERAL BUILDING CODE REQUIREMENTS**

- YES  NO  N/A  UTILITIES: No more than (1) electrical meter exists per unit on parcel; ADU has access to its own electrical panel, and only one electrical service is serving all units; ADU plumbing branch connection to the sewer lateral does not exist underneath the primary residential facility; no more than one (1) gas meter exists per dwelling unit (except if ADU has no vented appliances, in which case one gas meter may serve two units), plus one (1) for a common area (i.e., laundry facilities); detached ADU has its own water shutoff valve where service enters building or attached ADU without separate water shutoff has integral stops or fixture shutoffs; each dwelling unit has permanently installed heating and water heating facilities with its own access to controls and equipment.
- YES  NO  N/A  ADU and primary residential facility both have independent entryways/exits (means of egress). Primary entrance to ADU meets code requirements for stairs, handrails, landings, headroom, door width, etc.
- YES  NO  N/A  ADU meets all code requirements for moisture barriers and damp roofing, braced wall panels or sheer walls, and all energy code requirements (for new construction).
- YES  NO  N/A  ROOM DIMENSIONS: ADU ceiling height is not less than 7 feet, 6 inches for occupiable spaces, habitable spaces and corridors and 7 feet for Bathrooms, toilet rooms, kitchens, storage rooms and laundry rooms; has a combined living, eating, and sleeping room not less than 150 square feet, and an additional 100 square feet of superficial floor area per occupant in excess of two (2); has a separate permanent clothes closet, approved cabinet adjacent to kitchen sink for storing food, crockery, cutlery, and cooking utensils; and has private bathroom with toilet, lavatory, and bathtub or shower receptor.
- YES  NO  N/A  ADU is located entirely within the subject property (may require Surveyor certification).
- YES  NO  N/A  Any building raised more than 12 inches meets all code requirements for new construction and includes surveys and plot plans required for new construction. Buildings dug out meet code requirements for new construction at that lower level and include engineering plans for the foundation and for the gravity and lateral load resisting system of the building. Foundation and foundation walls below grade include damp proofing, drainage, and vapor retarder.

YES  NO  N/A

**BUILDING SAFETY:** All exterior walls of the ADU are appropriately fire-rated based on Fire Separation Distance, Construction Type, and applicable provisions of the California Building Code (CBC). No wall openings exist less than 3 ft. to property line. All separation walls and floor/ceiling assemblies, plus their supporting construction for attached units, are appropriately fire and/or smoke rated per the applicable provisions of the CBC. Fire sprinklers are installed in Category One ADUs when main building requires a fire sprinkler system. Fire sprinklers are installed in entire building when total floor area (ADUs plus PRIMARY UNITS) exceeds 3,600 sq. ft. Fire sprinklers are included for newly constructed Category 2 ADUs when main building is required to be protected by fire sprinklers.

YES  NO  N/A

Nearest hydrant flow is greater than 1,000 gallons per min. (gpm), minimum of 20 pounds per sq. inch (psi).

YES  NO  N/A

All other building code requirements are met.

**I have reviewed the above checklist and certify that the project conforms to all applicable criteria for Step 2.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date