



Accessory Dwelling Unit (ADU)

Plan Submittal Checklist

These guidelines are to provide general information. Your individual project may require more or less detail than herein described

Definition of an Accessory Dwelling Unit (ADU)

An Accessory Dwelling Unit (ADU) means one additional attached or detached residential dwelling unit 1200 SF or less that is on the same parcel as a single-family dwelling, and provides permanent and independent provisions for living, sleeping, eating, cooking, and sanitation for one or more persons. An ADU also includes the following: (1) A permanent, independent dwelling unit that includes separate living space, full kitchen and bathroom facilities, and (2) A manufactured home, as defined in section 18007 of the Health & Safety Code. Attached ADUs may not **exceed 50% of the primary living area or 1,200 SF**, whichever is less. Please see the Planning Division Accessory Dwelling Unit Guide for further information. For all ADU's large than 499 sf, there will be school fees charged.

Plan & Construction Document Requirements

- (3) three complete and adequate sets. Submit two (2) sets of the Site Plan with driveway elevations to EDC Fire.
- The minimum size sheet is at least 11" x 17", with blank spaces on each sheet, sufficient for City approval stamps and notes.
- Plans shall be prepared with block lettering, and line quality & contrast must be easy to read and strong enough to scan.
 - Building plans must be legible and drawn to scale with the scale identified. (1/4 inch = 1 foot is the most common scale used for residential floor plans and section views.) (1 inch = 10 feet is the minimum scale accepted for site plans.)
 - Dimensions and notes must be printed to match 11 point font minimum.
- Plan sheets must include a North arrow, date prepared, and a symbols/abbreviations key.
- Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the applicable CA Building Codes and relevant laws, ordinances, rules and regulations.**
- When required by California State Law, construction documents must be prepared by a CA Licensed Architect or Engineer (stamped and signed).

GENERAL INFORMATION

- Address of property and assessor's parcel number.
- Owner's name, address and phone number.
- Name & signature, address and phone number of person preparing the plans.
- Design professional stamps if applicable.
- Applicable CA codes and regulations.
- Type of Construction. (CBC Table 601)
- Occupancy Type(s). (CBC Chapter 3)
- Square footages of all structure(s) and addition(s).
- Overall building height.
- Clearly show existing and proposed work and descriptions.
- Special inspections required.
- Sheet index showing each sheet title and number.

SITE / PLOT PLAN

- The site/plot plan must show the entire lot. North arrows.
- Lot lines, property dimensions and Easements.
- Outlines of all new, existing building(s), structure(s), addition(s) with sizes and intended uses indicated.
- Setback distances from front, rear and side property lines; and any other required setbacks. Setback distance from the property lines to structure shown.
- Parking space(s), garages, carports, driveway and dimensions.
- Adjacent street(s) with name(s) indicated, sidewalks.
- Grades, contours, trees, surface drainage. Must also include code required slope of ground adjacent to the building.
- Location and height(s) of any retaining walls on the site.
- Underground utilities to property line, location of meters, above ground utilities.

FLOOR PLAN

- A complete dimensioned floor plan.

PLUMBING/MECHANICAL/ELECTRICAL PLAN

- Location of all plumbing fixtures, water heater, hose bibs.
- Heating/air conditioning system, furnace or heater size and location, registers, and thermostats.
- LPG line and tank.
- Electrical plan showing locations of service panel (and amperage rating), grounding, subpanels, receptacles, GFCIs, AFCI's, lights, switches, smoke detectors, etc.
- Building cross-section locations indicated with section symbols.

ADDITIONAL SUPPLEMENTAL ITEMS

- SOILS REPORT** (2 sets) May be required for buildings located on fill areas, hillsides, or high water table areas. Soils reports shall be conducted and prepared by a qualified registered engineer or a registered geotechnical engineer.
- STRUCTURAL CALCULATIONS** (2 sets) May be required for unusual, complicated, or truss-type structures and shall be prepared by a registered civil engineer, structural engineer, or architect.
- TITLE 24 ENERGY CALCULATIONS** (2 sets) required for any increase in conditioned (heated or cooled) floor area. Must be prepared by a CA licensed Architect or Energy Consultant.

FOUNDATION PLAN

- Foundation plans must be completely detailed and dimensioned (whether existing and/or new).
- Slabs and foundations for garages, patios, breezeway, driveways, sidewalks.
- Footings, piers, slabs, grade beams, retaining walls (sizes and locations).
- Hold-downs, connections of new foundations to existing foundations.
- Any special construction required by the structure, by site conditions or by expansive soils
- Required compressive strength of concrete.
- Crawl access openings and screened vents under raised wood floor.

ROOF FRAMING PLAN

- Size and spacing of beams, rafters, headers, trusses.
- Roof openings, layout of roof sheathing, nailing.

EXTERIOR ELEVATIONS

- Elevations of all sides of the exterior of the building.
- Existing & proposed exterior wall finishes and special finishes.
- Roof materials and roof pitches.
- Door, window, skylight, and other openings: locations, materials, and configurations.
- Vertical dimensions showing the height of structure(s) and heights of finished floors.
- Locations and extent of shear walls, let-in bracing or other methods of shear transfer.

Property Ownership and Other Considerations

Before obtaining a building permit for an Accessory Dwelling Unit, the property owner shall file with the county recorder a Deed Restriction, containing a reference to the deed under which the property was acquired by the present owner stating that (Please see the Planning Division Accessory Dwelling Unit Guide for further information):

- a) The Accessory Dwelling unit shall not be sold separately.
- b) The restrictions are binding upon any successor in ownership of the property.
- c) The Accessory Dwelling unit shall not be utilized as a commercial short-term rental (i.e. rentals of 30 consecutive days or less).

Fees:

a) Permit Application and Address Assignment Fee. **b)** Permit/Inspection Fees collected at time of permit issuance are calculated based on the valuation (ICC Building Valuation Data). **c)** Additional fees include, Strong Motion Instrumentation Program, Green Fee, and document fee. **d)** When the square footage is equal to or greater than 750 sf, Impact and Capital Improvement fees (water, sewer, traffic, parks, Fire District Fees) proportional to square footage of existing dwelling units are applied (see Impact and CIC Methodology for ADUs). **e)** For all ADU's large than 499 sf, there will be school fees charged.

By my signature below, I certify to each of the following:

I have read and understood the Building Division Accessory Dwelling Plan Submittal Checklist. The plans are subject to a complete review by the City of Placerville's Plan Reviewer and may be subject to additional clarification items for approval of the subject project.

Signature of Property Owner or Authorized Agent: _____

Print Name: _____ Date: _____