Below is a checklist of items that are typically required for an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) project. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

**Planning Division Permits:**
If your project is located in a Design District, a Planning Division permit may be required prior to providing a submittal for building permit plan review. To find out if your project is located in a Design District, please contact the Planning Division at (209) 937-8266.

<table>
<thead>
<tr>
<th>BUILDING PERMIT PLAN REVIEW ITEMS</th>
<th>Required</th>
<th>Completeness Check</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submittal Item</strong></td>
<td><strong>Yes</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Building Permit Application      | **Yes**  | ☐ Completely filled out including owner’s info, architect/engineer, & project contact. Emails provided for all contacts  
☐ Valuation provided on the form  
☐ Application is signed |
| Construction Plans               | **Yes**  | ☐ Plans are legible and organized by discipline  
☐ Sheet index provided, plan set matches sheet index  
☐ Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, etc.  
☐ Deferred submittals identified on cover sheet  
☐ Plan are organized by disciplines; Architectural, Structural, etc.  
☐ Plans are stamped and signed by design professionals  
☐ Site plan is provided showing all existing and proposed structures, utilities, easements, separate exterior entrance to ADU/JADU, etc. |
| Energy Forms                     | **Maybe**| ☐ *Required if ADU is an addition of new sq. ft. or conversion of unconditioned space such as garage or accessory structure  
☐ *Required for JADU if conversion of unconditioned space  
☐ May be provided as a separate package or included in the plan set, verify energy forms are included in the submittal |
| Structural Calculations          | **Maybe**| ☐ *Required unless project is utilizing conventional framing  
☐ Ensure separate package of calculations are provided  
☐ Calcs are stamped and signed by design professional |
| Truss Calculations               | **Maybe**| ☐ *Required for new sq. ft. unless project is conventional framing  
☐ Ensure separate package of calculations are provided  
☐ Calcs are stamped and signed by design professional |
| 100-Year Elevation Certificate   | **Maybe**| ☐ *Required for new construction projects located in Zone A, AO, AH, AE on flood map  
☐ *Required for additions/conversions located in Zone A, AO, AH, AE on flood map that substantially improve the existing structure  
☐ Confirm EC is included and completely filled out |
### BUILDING PERMIT PLAN REVIEW ITEMS (cont.)

<table>
<thead>
<tr>
<th>Submittal Item</th>
<th>Required</th>
<th>Completeness Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Sprinklers</td>
<td>Maybe</td>
<td>☐ Required in the ADU if the existing house is sprinklered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ If existing house is sprinklered, may be required for alterations to the system for a JADU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ New or Altered fire sprinkler systems listed as deferred submittal on cover sheet</td>
</tr>
</tbody>
</table>

If any of the items identified in the table above are not included, your submittal may be rejected. All submittal documents shall be electronic files formatted in accordance with the City’s [Electronic Plan Check Guide](#).

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.