



Accessory Dwelling Unit (ADU)

Plan Submittal Checklist

These guidelines propose 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) An efficiency unit, as defined in section 17958.1 of the Health & Safety Code, 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.

Plan & Construction Document Requirements

- (4) four complete and adequate sets.
- 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 the symbols of abbreviations.
- **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 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.

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 and property dimensions and Easements.
- Outlines of all new and existing building(s), structure(s), and 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 face of curb to property lines.
- Parking space(s), garages, carports, driveway and sizes.
- 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.

FLOOR PLAN

- A completely 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, thermostats.
- Gas meter and gas outlets.
- Electrical plan showing locations of service panel (and amperage rating), grounding, subpanels, receptacles, GFCIs, AFCI's, lights, switches, smoke detectors, etc. [may be shown on separate electrical plan].
- 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, breezeways, 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 floors.
- North arrow.

ROOF FRAMING PLAN

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

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

A lot with an Accessory Dwelling Unit must have the property owner as the occupant of either the primary or the accessory unit.

Lots containing an Accessory Dwelling Unit may not be subdivided to separate the second unit from the primary lot. Before obtaining a building permit for an Accessory Dwelling Unit, the property owner shall file with the county recorder a declaration of restrictions, containing a reference to the deed under which the property was acquired by the present owner stating that:

- 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 property owner must occupy as a primary residence one of the two dwelling units on the property, either the primary or the accessory dwelling unit.
- d) A new driveway curb cut, if needed for a driveway to the second unit, may require an encroachment permit from the Public Works Department. The Public Works telephone number is (707) 647-4562.

SIGNATURE**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 American Canyon review staff and may be subject to additional clarification items for approval of the subject project.

Signature of Property Owner or Authorized Agent:

Print Name:

Date: