

**Contra Costa County**  
**Department of Conservation and Development**

Application and Permit Center (APC)  
30 Muir Road, Martinez, CA 94553  
APC Main Line: (925) 655-2700



**PREAPPROVED ACCESSORY DWELLING UNIT  
SUBMITTAL CHECKLIST**

**\*\*\*\*\*IMPORTANT NOTICE\*\*\*\*\***

**FAILURE TO PROVIDE THE FOLLOWING INFORMATION WITH YOUR SUBMITTAL WILL RESULT IN  
DELAYED PROCESSING TIME AND ADDITIONAL STAFF COSTS.**

**Checkboxes indicate required items for submittal**

**I. FORMS AND DOCUMENTS**

A.	Applicant Authorization for Website Posting form.	<input type="checkbox"/>
B.	Preapproved Accessory Dwelling Unit Submittal Checklist.	<input type="checkbox"/>

**II. PLANNING REVIEW REQUIREMENTS**

D.	One PDF set of unsecured construction documents.	
	100% construction documents to current code excluding Site Plan and Foundation Plan and Details.	<input type="checkbox"/>
	Stamped and signed by design professionals if applicable.	<input type="checkbox"/>
	Minimum sheet size 24"x36".	<input type="checkbox"/>
	Minimum 1/4"=1'-0" scale; scale should be consistent across all drawings.	<input type="checkbox"/>
E.	Floor Plans with:	
	Dimensions and floor area calculations (Floor area is the total area, in square feet, exclusive of the exterior walls and exclusive of porches, balconies and decks).	<input type="checkbox"/>
	Kitchen and cooking facilities (ADU must provide independent cooking facilities). The kitchen must include 240 volts for a range.	<input type="checkbox"/>
	All proposed rooms shown and labelled.	<input type="checkbox"/>
	All doors, windows, bay windows, chimneys, stairways, and similar features clearly shown.	<input type="checkbox"/>
	All decks, balconies, and porches shown and labelled.	<input type="checkbox"/>
	All exterior dimensions.	<input type="checkbox"/>
F.	Elevations with:	
	Full exterior dimensions including building height.	<input type="checkbox"/>
	All exterior walls, roof, architectural features, doors, windows, trim, down spouts, and roofing material shown.	<input type="checkbox"/>
G.	Roof Plan.	<input type="checkbox"/>

### III. BUILDING REVIEW REQUIREMENTS

H.	All construction documents submitted for the Planning Review in Section II.D through II.G above.	<input type="checkbox"/>
I.	Planning Preapproved ADU Approval Stamp on Floor Plans and Elevations	<input type="checkbox"/>
J.	Title 24 energy compliance report, stamped and registered. Title 24 calculations must be for all orientations in Climate Zone 12.	<input type="checkbox"/>
K.	California Green Building Code mandatory checklist.	<input type="checkbox"/>
L.	Fire Resistant Construction Details per CRC R337.	<input type="checkbox"/>
M.	Aging in Place Detailing per CRC R327.	<input type="checkbox"/>
N.	Required Notice on Plans: <b>PADU must be located 3 feet or more from all property lines and imaginary property lines between two buildings. If one or more walls of the ADU are located between 3 feet and 5 feet from the property line or imaginary property line and the ADU does not have fire sprinklers, openings in the wall will be limited to 25% of the wall area.</b>	<input type="checkbox"/>
O.	1 hour fire rated exterior wall and eave details where ADU is located less than 5 feet from property line or less than 10 feet from any adjacent building.	<input type="checkbox"/>
P.	Structural calculations using Design Criteria	
	Seismic Design Category E.	<input type="checkbox"/>
	Basic Wind Speed 92 mph.	<input type="checkbox"/>

### ADVISORY NOTICE TO APPLICANTS

**The following items will be required when the site specific ADU Application is submitted**

Grant Deed with Legal description.
Authorization for Use of Preapproved ADU Plans from Vendor
Identification of the Preapproved ADU Plans or if site specific previously approved ADU plans are being submitted, the permit number and address of the previously approved ADU.
Site Plan that Includes the following information:
Property lines with dimensions, lot size, roadways, and easements.
Location of all existing and proposed buildings and structures including the primary residence and proposed ADU.
Dimensioned ADU setbacks from property lines and other structures.
Location of water and sewer lines.
Location, species and size of all trees over 5 inches in diameter within 50 feet of construction area.
Existing and/or proposed driveway(s) and parking spaces (a standard parking space is 9' x 19').
North Arrow.
Foundation Plan and Foundation Details (Depending on site soil conditions these may need to be stamped and signed by a licensed engineer).
Geotechnical Investigation Report where required. A geotechnical report may be required where the slope of the site is greater than 5% or 1'-0" across ADU.
Truss calculations if applicable.