

APPENDIX C:

COMMONLY REQUIRED PERMIT INFORMATION

PROJECT INFORMATION:

- Property address (A number will be assigned to the ADU)
- Owner name & contact information
- Description of proposed ADU (size, location, number of bedrooms)
- Estimated project timeline

PLANS AND DRAWINGS:

- Floor plan (dimensions, building notes, and path of egress)
- Site plan (showing ADU conforms with local regulations)
- Elevation drawings (building height, materials, window/door placement)
- Building cross-section (framing, ceiling height, roof, and structure details)
- Foundation/grading plan (if the ADU is detached or is an addition)
- Energy code compliance details (R-values, insulation details, windows)

UTILITIES AND SYSTEMS

- Water connection or supply details (municipal or well)
- Wastewater/septic capacity documentation (as applies)
- Electrical service plan and/or panel upgrade notes
- Heating & cooling system specifications
- Ventilation plan (bath fan, kitchen exhaust)

LIST OF RESPONSIBLE PARTIES

- General contractor (if using a GC)
- Licensed electrician information
- Licensed plumber information
- HVAC/mechanical installer information

REQUIRED ATTACHMENTS

- Completed permit application form
- Application fee and impact fee payments
- Insurance or workers' comp documentation (if required)
- Recorded utility easements (if applicable)