

## ACCESSORY DWELLING UNIT (ADU) PROTOTYPE PLANS CHECKLIST

### Purpose

An Accessory Dwelling Unit, also known as an ADU, is a residential unit that is up to 1,200 square feet in size that provides independent living facilities that include a kitchen, sleeping, and bathroom facilities. An ADU may be incorporated into, attached to, or detached from a single-family, two-family, or multifamily residence and is subordinate to the principal residence.

Staff worked with an architectural consulting firm to prepare ADU prototype plans. There are eight different plans in three different styles, including five ADUs designed to be either attached or detached and three plans for converting a garage to an ADU.

Constructing an ADU requires a building permit. This handout summarizes the requirements for a complete building permit plan review submittal for the ADU prototypes.

To receive a copy of prototype plans for permit submittal, please contact the Planning Division at [planningpermits@dublin.ca.gov](mailto:planningpermits@dublin.ca.gov).

### Additional Agency Approvals

#### Planning

Contact the **Planning Division** at **(925) 833-6610** for rules and regulations regarding ADUs or visit the City's website at <https://dublin.ca.gov/2428/Accessory-Dwelling-Units>

#### Dublin San Ramon Services District (DSRSD)

Approval must be attained from **DSRSD** prior to issuance of the City Building Permit. To apply for DSRSD approval, visit: [https://selfservice.dsrdsd.com/EnerGov\\_Prod/SelfService#/home](https://selfservice.dsrdsd.com/EnerGov_Prod/SelfService#/home). If this is the first time visiting the site, you will need to sign up for an account. You can find the instructions here: <https://www.dsrdsd.com/do-business-with-us/planning-and-permitting> under DSRSD Requirements "How to register" and "How to apply for review". Please contact DSRSD directly

for additional information and questions by email at [plansubmittals@dsrdsd.com](mailto:plansubmittals@dsrdsd.com) or by phone at **(925) 828-0515**.

#### Fire Prevention Bureau

Fire Staff reviews for fire sprinkler requirements and conformance to Fire Hazard Severity Zone regulations. Contact the Fire Prevention Bureau at **(925) 833-6606** for more information.

#### Plan Submittal for Construction

- Please request via [permits@dublin.ca.gov](mailto:permits@dublin.ca.gov) a copy of the instructions to submit and upload your plan submittal. To apply for a permit, complete the following information electronically through <https://dublin.ca.eprocess360.com>:
  - Completed permit application worksheet [Permit Application Form](#)
  - Complete the [ADU Permit/Plan Check Fee Waiver Form](#).
  - Submit one of eight ADU prototype styles, pre-designed Architectural and Structural Plans.
    - Structural calculations set, stamped, and signed by the licensed professional (as applicable).
    - Special Inspection and Testing Agreement form completed and signed by all parties (as applicable).
    - Title 24 energy reports signed by energy designer and owner (as applicable).
  - Waste Management Plan. Required when the total project valuation is greater than or equal to \$100,000.
  - Complete permit application.
  - Plan check fee payment, if applicable.

#### Minimum Plan Requirements

##### Cover Sheet and Site Plan

1. Complete the Site Information: legal description and APN.
2. Complete the Project Directory to specify:

- Project address (name and address of owner),
  - Contractor and contact person (address, phone number),
3. Specify the method of Fire-Resistant Construction (select one).
  4. Complete the Zoning Information, including:
    - Habitable square footage,
    - Floor Area Ratio,
    - Lot Coverage,
    - Lot Slope,
    - Setbacks and
    - Parking Required
  5. Include a Vicinity Map to identify the location of the site.
  6. Provide a Site plan identifying lot and building location onto the designated blank space within the plan set. Include:
    - Setback dimensions from accessory dwelling unit to all property lines,
    - Other existing buildings,
    - Location of easements,
    - Utilities, and
    - North arrow.
  7. Note: All detached units, Gas and Electric meters must be separated from the main residence. [Dublin Municipal Code §7.34.070\(c\)](#)

### Structural Plans

8. Detached units (Plan Type: I-4) require manufactured truss diagram (include calculations stamped and signed by design professional).
  - Complete the Deferred Submittal Approval form to defer the roof truss system and provide calculations for review prior to permit final.
9. Soils/geotechnical report prepared by a licensed professional. See Building Division Policy #39 for exemptions.
  - Note: Garage conversions are not subject to this requirement.

### Title 24 Energy Compliance

10. Certificate of Compliance forms to be completed with project address.

### Photovoltaic/Solar Plans

Per California Energy Code § CEC 150.1(c)14:  
All new detached dwelling units shall have a photovoltaic (PV) system meeting the minimum

qualification requirements as determined by the California Energy Code and energy report. Attached units and garage conversions are not subject to this requirement.

### Special Inspection and Testing Agreement

- Special Inspection and Testing Agreement form completed and signed by all parties prior to permit issuance (as applicable).  
*Note: The design professional of record (architect or engineer) maybe permitted to perform the required inspections in lieu of a Special Inspection Agency. This is reviewed on a case-by-case basis.*

### Flood Zone Verification

- Complete an elevation certificates if property is in either A, AE, or AO flood zones.

### Fire Hazard Severity Zone

- Comply with construction requirements for buildings located in the Fire Hazard Severity Zone.

### Plan Check Time

Allow for a plan review time of 10 working days for each review.

### Permit Issuance

The following will be required at time of permit issuance:

- Prior approval of the Waste Management Plan.
  - Projects valuations over \$1,000,000 are subject to a bond for performance security.
- Dublin School District fees (for new square footage on additions greater than 750 ft<sup>2</sup>).
- Proof of current contractor's license / business license
- Worker's Compensation insurance (from owner/builder or contractor).
- Outstanding applicable building fee payment.

Approved plans will be available online (in Eprocess) to the applicant to be printed and maintained at the job site until the final inspection has been made. The Building and Safety Division will maintain a copy on file until 90 days after final inspection. Electronic copies will be forwarded to the County's Assessor's Office.

### Questions

Contact the **Building and Safety Division** at **(925) 833-6620** for inquiries on plan check, building fees, and school district fees. Project information such as valuation cost and new square footage area will be necessary to provide estimates on fees.