



## Community Development Department BUILDING & SAFETY DIVISION

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# ACCESSORY DWELLING UNIT (ADU) • JUNIOR ACCESSORY DWELLING UNIT (JADU) CHECKLIST

## Purpose

This handout summarizes the requirements for a complete plan review submittal for detached and attached accessory dwelling units and junior accessory dwelling units. Current code regulations and local ordinances require building permits when buildings are constructed, altered or improved. The following guideline shall be reviewed before commencing any work.

## Additional Agency Approvals

### Planning

Contact the **Planning Division** at **(925) 833-6610** for rules and regulations regarding ADUs.

### Dublin San Ramon Services District (DSRSD)

Approval must be attained from **DSRSD** prior to issuance of the City Building Permit. To apply, visit: [https://selfservice.dsrsd.com/EnerGov\\_Prod/SelfService#/home](https://selfservice.dsrsd.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.dsrsd.com/do-business-with-us/development-and-construction> 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@dsrsd.com](mailto:plansubmittals@dsrsd.com) or by phone at **(925) 828-0515**.

### Fire Prevention Bureau

Fire staff reviews plans for conformance to projects exposed to any Fire Hazard Severity Zone. For specific project locations please contact them directly at **(925) 833-6606**.

### Plan Submittal for Construction

- To submit for a permit the following information must be completed electronically through <https://dublinca-energovweb.tylerhost.net/apps/selfservice#/home>

- Please request via [permits@dublin.ca.gov](mailto:permits@dublin.ca.gov) a copy of the instructions to submit and upload your plan submittal.
- A completed permit application worksheet. [Permit Application Form](#)
- Contractor's City of Dublin Business License must be current.
- Complete the ADU Permit/Plan Check Fee Waiver Form. This form is required for all ADUs regardless of size (square feet). [ADU Waiver Form](#)
- Architectural and Structural Plans supporting the proposed design.
- Structural calculations sets, stamped and signed by the licensed professional (as applicable).
- Complete Special Inspection & 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.
- Plan check fee payment, if applicable.
- For all detached units, gas (if applicable) and electric meters must be separated from the main residence. [Dublin Municipal Code §7.34.070\(c\)](#)

### Minimum Plan Requirements

Plans can be prepared by anyone for ADUs of wood frame construction if the building is not more than two stories (including a basement). If the structure does not follow conventional wood frame construction standards and has irregular design features, plans will be required to be prepared by a California licensed professional (architect or engineer).

### Cover Sheet and / or Site Plan

- Job address / name and address of owner, contractor and contact person / address, phone number, title and registration of designer or design professional / description of work / applicable codes / type of construction / existing fire sprinkler system (yes or no) / sheet index.
- Site plan identifying lot and building location / setback dimensions from new addition to all

property lines and other existing buildings / location of easements and utilities / north arrow.

## Architectural Plans

- Floor plan identifying new and existing room uses / door and window schedule.
- Details for stairs, handrails, guards, decks / occupancy separation elements and fire rating details (when applicable).
- Attic and under floor vent calculations.
- Exterior elevations identifying construction materials / wall covering specifications and fire rating (\*if located on fire hazardous area or within fire setbacks) / maximum building height and fireplace height.

## Structural Plans

- Structural identification of floor framing / roof framing / wall framing / location of shear walls and associated schedule.
- Foundation plan / new footing details / connection to existing foundation system / reinforcement.
- Manufactured truss diagram (calculations stamped and wet signed by design professional).
- Soils report prepared by a licensed professional if: a) the dwelling unit is 750 ft<sup>2</sup> or larger or b) if less than 750 ft<sup>2</sup> and the City does not have a copy of the original soils report on file.

Note: For attached ADUs/JADUs, the proposed foundation design shall be similar to the existing foundation (e.g., pier and grade beam with new pier and grade beam). If new system is proposed – such as a new concrete slab with an existing pier and grade beam – a current Geotechnical report will be required to demonstrate these designs are compatible. This item must be verified prior to the initial plan submittal.

## Mechanical / Electrical / Plumbing Plans

- Mechanical Plans - Identify all supply and return air registers / HVAC and AC equipment size, exhaust systems, location, access.
- Electrical Plans - Identify size and location of main and sub-panels / electrical outlet receptacles, switches, light fixtures and types (TR, GFCI, WP).
- Plumbing Plans - Identify size and location of piping / materials / gas piping (if applicable) calculations.
- Separate gas (if applicable) and electrical meters are required for detached units. [Dublin Municipal Code §7.34.070\(c\)](#)

## Special Inspection & Testing Agreement

- Special Inspection & Testing Agreement forms completed and signed by all parties prior to permit issuance (as applicable). [Special Inspection & Testing Agreement](#)

Note: The design engineer of record may perform the required inspections in lieu of a Special Inspection Agency on a case-by-case basis.

## Title 24 Energy Compliance

- Mandatory forms completed, signed and reproduced on plans. Photovoltaic (solar) systems must be included in the energy report. [Energy Report Checklist](#)

## 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.

## All Electric Buildings

Per California Energy Code § CEC 150.1(c)14:

- Per Dublin Municipal Code §7.94.050 and §7.94.070, All newly constructed buildings shall be all-electric buildings. An all-electric building is a building that contains no combustion equipment or plumbing for combustion equipment within the building or building property lines, and instead uses electric appliances for service.
- Per Dublin Municipal Code §7.94.060, Electric Vehicle Service Equipment (EVSE) required for detached new construction.

## Fire Separation Distance

The distance measured from the building face to one of the following:

1. To the closest interior lot line.
2. To the centerline of a street, alley, or public way,
3. To an imaginary line between two buildings on the lot (See Building Policy No. 40 for more information).

The distance shall be measured at a right angle from the face of the wall.

TABLE R302.1(1)

## EXTERIOR WALLS

EXTERIOR WALL ELEMENT		MINIMUM FIRE-RESISTANCE RATING	MINIMUM FIRE SEPARATION DISTANCE
Walls	Fire-resistance rated	1 hour—tested in accordance with ASTM E119, UL 263 or Section 703.3 of the <i>California Building Code</i> with exposure from both sides	0 feet
	Not fire-resistance rated	0 hours	≥ 5 feet
Projections	Not allowed	NA	< 2 feet
	Fire-resistance rated	1 hour on the underside, or heavy timber, or fire-retardant-treated wood <sup>a, b</sup>	≥ 2 feet to < 5 feet
	Not fire-resistance rated	0 hours	≥ 5 feet
Openings in walls	Not allowed	NA	< 3 feet
	25% maximum of wall area	0 hours	3 feet
	Unlimited	0 hours	5 feet
Penetrations	All	Comply with Section R302.4	< 3 feet
		None required	3 feet

For SI: 1 foot = 304.8 mm.

NA = Not Applicable.

- a. The fire-resistance rating shall be permitted to be reduced to 0 hours on the underside of the eave overhang if fireblocking is provided from the wall top plate to the underside of the roof sheathing.
- b. The fire-resistance rating shall be permitted to be reduced to 0 hours on the underside of the rake overhang where gable vent openings are not installed.

**\*Note: required fire-resistance ratings differ for fire sprinklered dwellings. Refer to CRC Table R302.1(2)**

## Flood Zone Verification

- Complete two elevation certificates if property is in either A, AE or AO flood zones. [Floodplain Information](#)

## Fire Hazard Severity Zones

- Projects in Fire Hazard Severity Zones built after July 1, 2008 are subject to the requirements of CRC R337.1.3.1 for materials and construction methods.

## Design Criteria

The City of Dublin has adopted the following codes and amendments:

Dublin Municipal Code

2022 California Residential Code (2021 IRC)

2022 California Building Code (2021 IBC) if using engineered parameters

2022 California Mechanical Code (2021 UMC)

2022 California Electrical Code (2020 NEC)

2022 California Plumbing Code (2021 UPC)

2022 California Fire Code (2021 IFC)

2022 California Energy Code

Wind speed design factor:  $V_{ult} = 92$  mph, exposure based on geographical location

Seismic design category: D<sub>2</sub>

Climate zone: 12

## Plan Check Time

Allow for 10 business days for the initial and subsequent reviews.

## Permit Issuance

The following will be required at time of permit issuance:

- Prior approval of the Waste Management Plan.
- 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 (for contractors only).
- Outstanding building fee payment.

Approved plans will be available online (in Eprocess). Applicant is responsible for printing and maintaining plans at the job site until the final inspection has been made. The Building & Safety Division will have a copy on file until 90 days after construction has been completed. Electronic copies will be forwarded to the County's Assessor's Office.

## Questions

Contact the **Building & 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.