

## ACCESSORY DWELLING UNIT PERMIT SUBMITTAL CHECKLIST

- \_\_\_ Application form signed by property owner(s)
- \_\_\_ Application Fee + any additional fees advised by staff (by check or online by credit card)

**Please submit plans to [ondutyplanner@piedmont.ca.gov](mailto:ondutyplanner@piedmont.ca.gov)** with this application for an initial staff review for completeness. If you wish to submit hard copies of plans, they must be folded, no larger than 24"x 36", and to scale. For a complete list of submittal requirements please see section 2.06 of the Piedmont Design Guidelines. Unless otherwise determined by staff, plans submitted for an ACCESSORY DWELLING UNIT PERMIT must include:

Please label all drawings and supporting documents with the property's address, name of the designer, and the date.

- \_\_\_ **Site Survey** (preferred scale 1/8")  
Please dimension and show coordinates for all lot lines, show the location of street right-of-way, show the location of all existing structures, fences, retaining walls, significant trees with a minimum of 12" trunk diameter, show grade elevations at building corners, show existing floor elevations, show existing roof eave and roof peak elevations, show utilities and easements, provide contour lines at a minimum of 2 ft. intervals, and provide a north arrow.
- \_\_\_ **Existing Site Plan** (preferred scale 1/8")  
Please indicate the location of all existing structures, retaining walls, fences, site features, trees, landscaping, hard-surface areas, lot lines, front, side and rear yard setback lines, and easements. Please outline the locations of structures on adjacent properties (up to 25 feet from the property line) and label their uses. Provide setback dimensions from all existing structures to lot lines (*Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. See Zoning Ordinance Sec. 17.90.020.). Please show all curbs, sidewalks, street trees and the street right-of-way bordering the subject property. Please show a North arrow, label adjacent streets, and call out existing features.
- \_\_\_ **Proposed Site Plan** (preferred scale 1/8")  
Please indicate the location of all existing and proposed structures, retaining walls, fences, site features, mechanical equipment, trees, landscaping, hard-surface areas, lot lines, front, side and rear yard setback lines, and easements. Please outline the locations of structures on adjacent properties (up to 25 feet from the property line) and label their uses. Provide setback dimensions from all existing and proposed structures to lot lines (*Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. See Zoning Ordinance Sec. 17.90.020.). Please show all curbs, sidewalks, street trees and the street right-of-way bordering the subject property, and any changes proposed to these features. Please show a North arrow, show grade changes at the property line, label adjacent streets, and call out existing features and proposed modifications.
- \_\_\_ **Roof Plans (Existing and Proposed)** (preferred scale 1/8")  
Roof plans should include the pitch, overhangs, skylights, chimneys, vents, and gutters. Roof plans may be shown on the site plans. Please specify all existing and proposed roof materials.
- \_\_\_ **Existing Floor Plans** (preferred scale 1/4")  
Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Show the removal of any existing features, including roofs, walls, ceilings, windows, doors, built-in-cabinets, appliances, fixtures and parking spaces. Please show a north arrow and label the floor level.

- **Proposed Floor Plans** (preferred scale 1/4")  
Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Please show a north arrow, label the floor level, and call out proposed modifications. **Show each proposed floorplan either side by side with the corresponding existing plan or with a contrasting outline of the existing construction shown on the proposed plan.**
  
- **Existing Elevations** (preferred scale 1/4")  
Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all existing materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters and exterior light fixtures. Additionally, if the height of the building is changing, please show the average existing building height (See Zoning Ordinance Sec. 17.90.020). Please do not abbreviate architectural terms. Label each elevation as “existing” and indicate the direction of view (i.e. North, South, East, West or Front, Rear, Left Side, or Right Side).
  
- **Proposed Elevations** (preferred scale 1/4")  
Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all proposed materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters, mechanical equipment, and exterior light fixtures. Additionally, if the height of the building is changing, please show the average proposed building height (See Zoning Ordinance Sec. 17.90.020). Please do not abbreviate architectural terms. Label each elevation as “proposed” and indicate the direction of view (i.e. North, South, East, West or Front, Rear, Left Side, or Right Side). **Please show each proposed exterior elevation either side by side on the same page as the corresponding existing exterior elevation, or in a manner where a contrasting outline of the existing construction is shown on the proposed elevation, if possible.**
  
- **Building Section: When required for additions and new construction** (Preferred scale ¼")  
Please provide a minimum one building cross section showing the relationship between existing and new construction, and/ or new construction and existing grade.
  
- **Window Schedule**  
If your proposed project includes window and/or door modifications, please submit a window and door schedule which notes existing and proposed window size, material, operation, sash dimension, a typical window detail in a partial wall section showing the window recess dimension from the face of the exterior wall, and divided lite type (i.e. true divided lites or three-dimensional simulated divided lites). At the discretion of the Planning Director, a window schedule can be omitted only if all the above information is otherwise provided.
  
- **Graphic Calculations (1 set only - for proposals over 800 square feet)**  
Please submit plans which graphically illustrate the required calculations with an itemized list of existing and proposed structures, landscape areas and floor area. Calculations are expressed as percentages and must be recorded on the permit application form. Please request a graphic calculations sample for your reference. Separate graphic calculations are to be submitted, as follows:
  - **Existing and proposed lot coverage/structures** equals the number of square feet of structures covering the lot divided by the number of square feet in the lot. For a complete definition of structure coverage, please see Zoning Ordinance Sec. 17.90.020.
  - **Minimum landscape coverage** equals the number of square feet of landscaped area divided by the number of square feet in the lot. For a complete definition of landscape please see Zoning Ordinance Sec. 17.90.020.

\_\_\_\_\_ **Existing and proposed floor area ratio (FAR)** equals the number of square feet of floor area divided by the number of square feet in the lot. For a complete definition of floor area, please see Zoning Ordinance *Sec. 17.90.020*.

\_\_\_\_\_ **Photographs**

Please provide photographs of the front (street), rear and side views of the existing structures on the subject property. Please also provide a front (street) view of the structures on the two adjacent properties. The photographs may be placed either on a standard permit application sheet size and be part of the submittal package, or may be placed on 8 ½” x 11” sheets as an accompanying submittal package.

\_\_\_\_\_ **Landscape Plans (When required by Zoning Ordinance Sec. 17.34.)**

Landscape Plans should include lot lines, indicate landscape areas, identification of vegetation, the location of all structures and hardscape surfaces. The landscape plans may also include a plant list including the size and spacing of plants to be installed and the location of proposed planting. Landscape plans must also address irrigation and comply with the *California Water Efficient Landscape Ordinance*.

\_\_\_\_\_ **Reach Code Compliance**

If your proposed project has a stated value cost of over \$25,000, expands the roof area by at least 30%, affects the electrical panel, or alters the kitchen or laundry room; you may be affected by building code requirements for energy efficiency. Please visit the webpage below and click on “Checklist for requirements” to see if your project is affected:

**Webpage:** ([https://piedmont.ca.gov/services\\_departments/planning\\_building/about\\_building\\_](https://piedmont.ca.gov/services_departments/planning_building/about_building_))

Or **PDF:**

([https://piedmont.ca.gov/UserFiles/Servers/Server\\_13659739/File/Government/Departments/Planning%20Division/Climate%20Action%20Program/Piedmont%20Checklist%20for%20Homeowners.pdf](https://piedmont.ca.gov/UserFiles/Servers/Server_13659739/File/Government/Departments/Planning%20Division/Climate%20Action%20Program/Piedmont%20Checklist%20for%20Homeowners.pdf)).

**Prior to Submitting an Application**

If you believe that any of the above requirements do not pertain to your project, please contact the Planning Department at (510) 420-3050 or at [ondutyplanner@piedmont.ca.gov](mailto:ondutyplanner@piedmont.ca.gov) to make an appointment to meet with a planner. Applicants and their agents (architect, contractor, engineer, etc.) are encouraged to discuss the application with the Planning staff early in the planning process. Planning staff will be happy to review all procedures with you and answer any questions you have. There is no fee charged for any meetings or discussions prior to the submittal of an application fee.

**Information Notes to All Applicants:**

PG & E regulations, specifically Electric Rule 18 and Gas Rule 18, require all ADUs, either detached or part of the main house, to have electric and gas service separate from the main house. If the ADU is all electric, no gas meter or supply is necessary. We recommend that applicants or their contractors contact PG&E directly to determine the requirements and fees for installing separate utility connections for a new ADU.

For any changes to an approved ADU permit application, a change to approved accessory dwelling unit application will be required. Please contact the Planning Department for assistance.

**Upon approval, the following documents will be required:**

\_\_\_\_\_ **Notarized Declaration of Rent Restrictions** (for applications pursuant to section 17.38.070)

\_\_\_\_\_ **Affordable Rent Certification** (for discretionary applications pursuant to section 17.38.070)

\_\_\_\_\_ **Change of Address Form** (to update records used by emergency personnel, utility companies, etc.)