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## ACCESSORY DWELLING UNITS (FORMERLY SECOND UNITS)

### What is an Accessory Dwelling Unit?

An Accessory Dwelling Unit (ADU) is a secondary living unit on a lot with one single-family residence. An ADU can be located within, or attached to, the main residence, or it can be located in a separate structure. The ADU must include provisions for living, sleeping, eating, cooking, and sanitation.

### What are the steps in the process?

California Government Code Section 65852.2 requires cities to review ADUs using a “ministerial” process, meaning that only objective, measurable standards are applied, no discretionary judgment is used, and public notification is not required. The following are the main steps in the City’s ADU review process:

- The applicant should first meet with a planner to review preliminary plans and confirm the project meets all applicable standards.
- The applicant submits an application with the required fee and all other required materials (see table and checklist below).
- A planner will review the application to confirm it is complete and the project meets all standards. If the application is incomplete or the project does not meet all standards, the planner will notify the applicant, and the applicant must provide the required information or plan revisions. If the application is complete and the project meets all standards, the planner will approve the project.
- After Planning approval, the next step is to obtain a building permit. Please contact the Building Division for further details.

### Submittal Requirements Based on ADU Type

Submittal Requirement	New Detached Structure	Addition to Existing Structure	Conversion of Existing Space
Application Form & Fee	X	X	X
Site Photos	X	X	X
Cover Sheet	X	X	X
Boundary Survey	X	X*	
Architectural Site Plan	X	X	X
Floor Plans	X	X	X
Roof Plans	X	X	
Building Elevations	X	X	X**

\* Surveys are not required for additions located 2 feet or more from required setback lines.

\*\* Elevations are not required if there are no exterior changes to the existing structure.

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item. Incomplete applications may be delayed.

- I.
- A. BASIC APPLICATION MATERIALS**
- Completed application with Planning fee \$\_\_\_\_\_
  - Recent color photographs showing the existing property and adjacent properties.
- II.
- A. DEVELOPMENT PLAN SET – GENERAL REQUIREMENTS**
- 3 full size sets, 24" x 36" or larger.
  - All plans collated and folded to 9" x 13" size or similar.
  - One electronic submittal (PDF format).
  - All drawings/sheets shall include date of plan preparation, subsequent revision dates, property address, accessors parcel number, and north arrow.
  - Minimum scale for all drawings is 1/8" = 1', or larger when necessary for legibility.
- B. COVER SHEET**
- Street address and assessor's parcel number.
  - Name, address and phone number of property owner.
  - Name, address and phone number of contractor/builder, Engineering Team and Architect (designer).
  - Vicinity map with north arrow, major cross streets and surrounding areas.
  - Project description.
  - Legend of symbols and abbreviation.
  - List or table listing all plan sheets with sheet numbers and descriptions.
  - List or table containing:
    - General Plan designation and Zoning district.
    - Property size including gross and net lot area.
    - Square footage of all existing buildings.
    - Square footage of all proposed buildings.
    - Parking requirement for proposed use (Provide proof for exemption if applicable such as bus stop location or name of Historic District).
    - Lot coverage calculations, percent of net lot area covered by buildings.
    - Flood Zone.

**C. BOUNDARY SURVEY – Required only for new structures, or additions located less than 2 feet from a required setback line.**

- Completed by a licensed California surveyor or Civil Engineer licensed to perform survey.
- Drawn to typical engineer's scale (e.g., 1" = 20')
- Date of survey preparation and subsequent revisions
- Existing easements (if any)

**D. ARCHITECTURAL SITE PLAN**

- Property lines with typical dimensions, widths, radii, arc lengths.
- Location of all existing buildings, proposed building(s), building additions, open space, walls, all at grade building features including decks and porches, accessory structures including sheds, and garages and other improvements as applicable. Label all structures and indicate if they are to remain or be demolished.
- Location and nature of all easements, including but not limited to water, sewer, electric, telecommunications, access.
- Location and nature of existing and proposed utility lines and equipment.
- Location of existing and/or proposed fencing and condition in plan and elevation.
- If not prepared by licensed Architect or Civil Engineer, include a statement indicating project will meet all City standards.

**E. FLOOR PLANS**

- Existing and proposed floor plan with dimensions and room labels.
- Square footage of existing and proposed areas.

**F. ROOF PLANS (For new construction or additions)**

- Existing and proposed with square footage.
- Fully dimensioned with property lines, outline of building footprint, ridgelines, valleys, flat roof areas, roof pitch and roof forms, location of downspouts.
- Location and height of rooftop mechanical equipment and proposed screening. Provide a detail of the screen showing it is architecturally integrated with the principal building.
- Direction of water flow.

**G. BUILDING ELEVATIONS (For new construction or exterior changes)**

- Fully dimensioned elevations of all four sides of buildings identifying materials, details and features. Typical floor-to-floor heights with dimensions.
- Existing and proposed elevations of all four sides of the building(s).
- Typical building sections showing wall, eaves, and roof height and roof slope.
- Location, dimension and style of doors, windows, chimneys, stairs, bays, and all major architectural features.
- Vertical dimensions from all points above existing and finished graded on all elevations. Final grade level of ground adjacent to the building in relation to the floor level.

- Overall structure height from the lowest point on the site covered by any portion of the building to the topmost point of its roof.
- Topography with existing and proposed grades accurately represented to show building height to indicate relationship of building to the site and adjacent properties.
- Location and type of building mounted exterior lighting.
- Notations of exterior materials and finishes on elevations with notations of finishes and colors. Exterior material schedule with type, manufacturer, color, and finish.

**I. BUILDING PERMIT REQUIREMENTS**

Once Planning has approved the ADU application, please submit 3 sets of approved Planning Plans and the following for a complete application to obtain a Building Permit:

**A. ALL DEVELOPMENT PLAN SETS**

- Completed Building Application
- 3 full size sets, 24" x 36" or larger; using 2016 California Residential Code
- One electronic submittal

**B. ATTACHED OR CONVERSION ADU**

- Minimum 1 Hour separation details for non-fire sprinkler buildings and minimum ½ hour separation details for fire sprinklers buildings.
- Existing and proposed plumbing and electrical plans.
- Existing and proposed mechanical plan for separate heating.
- Window sizes and framing details if adding, or altering size or location.
- Title 24 Energy compliance forms and plan set.
- Verify Sound Transmission (STC) rating of 45.

**C. DETACHED ADU**

- Foundation plan with details.
- Floor plan with window, door, plumbing and electrical layout.
- Structural floor, wall, roof, and ventilation plan with details.
- Site utility plan for electrical, water, and drains – include location of tie to existing.
- Existing and proposed electrical load calculation with electric service size and all loads.
- Indicate type of heating and/ or air conditioning.
- Title 24 Energy Compliance forms and plan sheet.
- Indicate water heating type, location and specifications.
- Indicate window sizes on elevations or in a table.

**What if I need more information?**

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.