



Suggested Checklist of Submittals for ADUs and JADUs

This checklist is a summary of information that you must provide to obtain a Building Permit for an ADU or JADU in the City of Watsonville. This list is provided to assist you in achieving an acceptable and complete initial submittal when applying for a Building Permit; your designer should determine which items apply to your project, if there are question, One Stop staff will assist you in determining which items apply to your project.

I. Separate Plans, and/or Permits and/or Clearances Required

- A. Administrative Review Permit / Planning Clearance (attach all approvals & responses to any conditions of approval to each submittal)
- B. Floodplain Development Application
- C. Accessory structures proposed on plot plan
- D. Pools and spas
- E. Demolition of structures on site
- F. Impervious Area Impact Fee Calculation: Provide existing and proposed square footage of improved surfaces or impervious areas on private property (i.e., building footprint, driveways, walkways, parking lots, etc.)
- G. Engineering ; ___ Grading & drainage plans may be required ___ Encroachment permit
Other

Notes:

1. Plans can be combined for simple buildings if clarity is maintained.
2. This is not a complete list of all required submittals, and additional information may be required after plan review.
3. Other departments and agencies review and approval may be required.

II. Document Submittal List

- A. **Drawings:** 4 sets; 18 inch x 24 inch Suggested Minimum Plan Size
 - 1. General Information
 - 2. Plot Plan
 - 3. Architectural Plans:
 - a. Floor Plan
 - b. Roof Plans



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- c. Exterior Elevations
- 4. Structural Plans
 - a. Foundation Plan
 - b. Floor Framing Plan
 - c. Roof Framing Plan
 - d. Truss Information
 - e. Cross Section
 - f. Structural Framing Details
- 5. Relevant information on new Plumbing, Mechanical, and Electrical components
- B. Calculations:** 3 sets;
 - 1. Structural Calculations (for vertical and lateral load)
 - 2. Title 24 Energy Calculations and Forms
- C. Other Documents:** 2 sets
 - Soils Report; Geologic Hazard Study (if in Geologic Hazard Zone)

III. Expanded Information on Documents

- A-1. Information**
 - 1. Sign and Stamp on all documents by Preparer, Architect, or Engineer (cover sheet of each document to be Wet Signed)
 - 2. Name, title, registration (if applicable), address, and phone number of Preparer
 - 3. Project name and address, as well as Project Owner's name, address, and phone number
 - 4. Cover Sheet Information:
 - a. Applicable Codes and Editions (CBC, CMC, CPC, CEC, GBC & CALIFORNIS ENERGY CODE)
 - b. Description of scope of work
 - c. Occupancy group(s) and type of construction
 - d. Gross area listed per each floor and building height
 - e. Index of Drawings
 - 5. Scale for all Drawings and Details
- A-2. Plot Plan**
 - 1. Lot dimension showing whole parcel, property lines, and street location(s)
 - 2. Building footprint with all projections and dimensions to all property lines
 - 3. Vicinity Map and North Arrow



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- 4. Easement and visible utilities on site
- 5. Existing and proposed Grading Plan; topographic plan drawn to 1'-0 contours
- 6. Location of existing and proposed retaining walls

- A-3, A-4. Architectural and Structural Plans**
 - 1. Foundation, floor framing, and roof framing structural plans
 - 2. Architectural floor plans (existing and new) including adjoining rooms
 - 3. Demolition plan listing quantities of friable asbestos to be removed
 - 4. Exterior elevations
 - 5. Structural material specifications
 - 6. Structural and architectural details
 - 7. Typical cross sections in each direction

 - 8. Shear wall and hold down plan (including complete table: wall type, nailing, anchor bolts, sill nailing, transfer connections, hold downs, and bolts)
 - 9. Details as applicable:**
 - a. Window schedule (egress, safety glazing & skylight listings)
 - b. Flashing: vertical and vertical to horizontal junctures of materials
 - c. Fireplaces: masonry or prefabricated fireplaces listing and details
 - d. Footings, piers, and grade beams
 - e. Post and girder intersections
 - f. Roof: eaves, overhangs, rakes, and gables
 - g. Floor changes (e.g. wood to concrete flashing detail)
 - h. Handrails, guardrails, and support details
 - i. Structural wall sections w/ details at foundation, floor, and roof
 - j. Stairway rise and run; framing, attachment, and dimensions
 - k. Shear transfer details and hold down bolt details,
 - 10. Prefab Trusses:**
 - a. Roof Framing Plan with truss ID number and manufacturer's name
 - b. Details of truss splices, connections, plate sizes, and hangers
 - c. Show all trusses including gable bracing and bridging
 - d. Truss Plans reviewed & stamped Approved by responsible Design Professional



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- 11. Relevant Information on New Mechanical, Plumbing & Electrical Components**
 - a. Location of HVAC equipment and size (BTU/HR output)
 - b. Locations of new plumbing fixtures with all required dimensions listed
 - c. Locations of outlets, fixtures, switches, smoke detectors, subpanels and mail panels with size and location

- B-2. Energy Requirements**
 - 1. CF-1R and MF-1R forms completed, signed, and printed on plans
 - 2. CF-GR and Insulation Certificate attached to plans
 - 3. Performance Analysis and back-up forms included