



County of San Diego, Planning & Development Services

STANDARD ADU CHECKLIST GUIDANCE

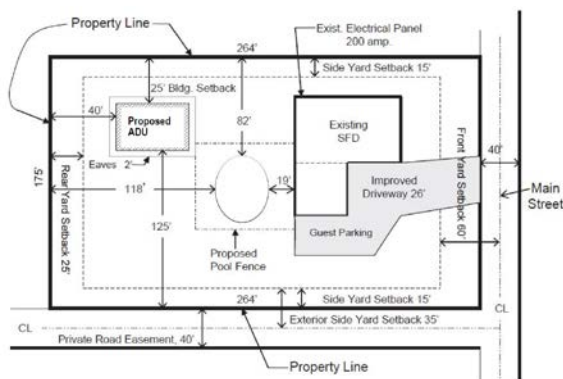
BUILDING DIVISION

See Standard ADU Checklist (PDS 607). Questions or concerns? Contact us at (858) 495-5382 or PDS.ADUquestions@sdcounty.ca.gov

GUIDANCE FOR SHEET SP-1

ITEM 1: PLOT PLAN

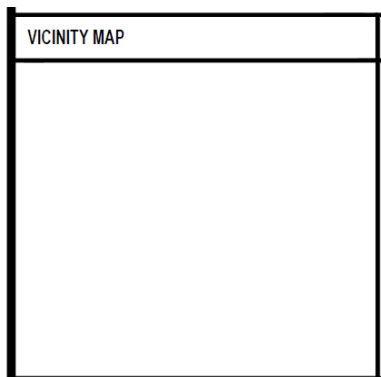
Location: Center of sheet. See sample below.



Additional Guidance: The plot plan shows the general layout for the lot. See minimum plot plan information ([PDS 090](#)) for a sample plot plan and detailed requirements.

ITEM 2: VICINITY MAP

Location: Bottom left of sheet. See sample below.



Additional Guidance: This map should show the area around your property. Show general location of your property in relation to streets, highways, and landmarks. Scale can be approximate.

GUIDANCE FOR SHEET SP-1 CONTINUED

ITEM 3: OWNER INFORMATION

Location: Bottom left of sheet. See sample below.

OWNER INFORMATION
NAME:
ADDRESS:
PHONE:
EMAIL:

ITEM 4: CONTACT INFORMATION

Location: Bottom of sheet. See sample below.

CONTACT INFORMATION
NAME:
ADDRESS:
PHONE:
EMAIL:

ITEM 5: PARCEL INFORMATION

Location: Bottom of sheet. See sample below.

PARCEL INFORMATION
APN:
SITE ADDRESS:
PROPERTY CONNECTED TO THE ELECTRICAL GRID (Y or N)
PROPERTY SERVICED BY PROPANE (Y or N) IF YES, SHOW TANK ON PLOT PLAN
PROPERTY SERVICED BY NATURAL GAS (Y or N)
ENTIRE LOT IS FUEL MODIFIED (Y or N) IF NO, DIMENSION 100' FUEL MODIFICATION ZONE

Additional Guidance: The APN is the assessor parcel number for the property. This can be found on your tax bill. Identify utilities serving the property by selecting Yes or No. Show fuel modification if your property is in a wildfire area.

GUIDANCE FOR SHEET SP-1 CONTINUED

ITEM 6: PROJECT SCOPE

Location: Bottom of sheet. See sample below.

PROJECT SCOPE
PROPOSED 1200 SF DETACHED ACCESSORY DWELLING UNIT

Additional Guidance: This is a description of what is to be permitted.

ITEM 7: PERVIOUS AREA INFORMATION

Location: Bottom right of sheet. See sample below.

PERVIOUS AREA INFORMATION				
PERVIOUS SURFACE AREA TABLE				
SITE ID	PERVIOUS ITEM	DIMENSIONS	AREA (sf)	NOTES

PERVIOUS ELEMENT MANUFACTURER: _____
PERVIOUS ELEMENT SLOPE AND DIRECTION OF SLOPE: _____
MAINTENANCE PROGRAM: _____
PERVIOUS ELEMENT CROSS SECTION LOCATED IN SHEET: _____
CONSTRUCTED PERVIOUS SURFACES SHALL NOT BE SEALED

Additional Guidance: This table shows all constructed *pervious* surfaces and should be coordinated with the **Plot Plan**. These are surfaces, such as pavers, that allow infiltration of water into the soil. See sample presentation for stormwater impervious area plan ([PDS 272](#)) for a sample and detailed requirements. This table only needs to be completed if you are trying to reduce your impervious area to comply with stormwater requirements (see **Storm Water Intake Form**).

GUIDANCE FOR SHEET SP-1 CONTINUED

ITEM 8: IMPERVIOUS AREA INFORMATION

Location: Bottom right of sheet. See sample below.

IMPERVIOUS AREA INFORMATION				
IMPERVIOUS SURFACE AREA TABLE				
SITE ID	IMPERVIOUS ITEM	DIMENSIONS	NEW OR REPLACED AREA (sf)	EXISTING AREA (sf)
1	ADU + OVERHANGS	43'-0" x 34'-0"	1462 SF	
2	SFD			
3	DRIVEWAY			
4				

LAND DISTURBANCE: _____ SF

Additional Guidance: This table shows all constructed *impervious* surfaces and should be coordinated with the **Plot Plan**. These are surfaces, such as building roofs and concrete driveways, which reduce infiltration of water into the soil. See sample presentation for stormwater impervious area plan ([PDS 272](#)) for a sample and detailed requirements. This table needs to be coordinated with the impervious area shown on your **Storm Water Intake Form**.

ITEM 9: LAND DISTURBANCE

Location: Bottom right of sheet, below Impervious Area Table

Additional Guidance: Quantity to include all area of activity that changes the physical condition of the land. Note that for projects proposing total land disturbance area of 1 acre or more, provide waste discharge number (WDID) obtained from the state water resources control board (SWRCB). This quantity needs to be coordinated with the **Storm Water Intake Form**.

ITEM 10: BMP PLAN

Location: Center of sheet, as part of the Plot Plan

Additional Guidance: Proposed locations of all stormwater Best Management Practices (BMPs) per the **Storm Water Quality Management Plan (SWQMP)** shall be shown on plot plan with corresponding legend. See sample presentation for stormwater best management practices plan ([PDS 272](#)) for a sample and detailed requirements.

GUIDANCE FOR SHEET SP-1 CONTINUED

ITEM 11: ENERGY EFFICIENCY SPECIAL FEATURES

Location: First column on right side of sheet. See sample below.

ENERGY EFFICIENCY SPECIAL FEATURES
SPECIFY AS INDICATED IN CF1R FORM (TITLE 24):
<ul style="list-style-type: none">•••

Additional Guidance: Special features are design elements that have been inputted in compliance software for energy code compliance. These can be found on the energy compliance form (CF1R). Coordinate listed features with **Energy Calculations**.

ITEM 12: ENERGY EFFICIENCY HERS VERIFICATION

Location: First column on right side of sheet. See sample below.

ENERGY EFFICIENCY HERS VERIFICATION
SPECIFY AS INDICATED IN CF1R FORM (TITLE 24):
<ul style="list-style-type: none">• DUCT SEALING (Y or N)• REFRIGERANT CHARGE (Y or N)• COOLING SYSTEM AIRFLOW (Y or N)• COOLING SYSTEM UNIT FAN EFFICACY (Y or N)• COOLING SYSTEM SEER AND/OR EER ABOVE MIN. (Y or N)• WHOLE-BUILDING VENTILATION AIRFLOW (Y or N)• BUILDING ENVELOPE AIR LEAKAGE (Y or N)• QUALITY INSULATION INSTALLATION (Y or N)• OTHER (SPECIFY BELOW)

Additional Guidance: HERS is the California Home Energy Rating System. HERS verifications are those tests in which a HERS rater is to be hired by the owner/contractor to perform the field verification and diagnostic testing required for demonstrating compliance to the Energy Code. Coordinate listed items with **Energy Calculations**.

GUIDANCE FOR SHEET A3

ITEM 1: ROOFING INFORMATION

Location: Top right corner of sheet. See sample below.

ELEVATION KEY NOTES	
1.	ROOF: CLASS 'A' FIRE RATING - ROOF MATERIAL: _____ UNDERLAYMENT: _____ LISTING REPORT #: _____
2.	EXTERIOR WALL FINISH: _____ (SEE NOTE 7 BELOW)
3.	ROOF PITCH: 4:12
4.	RADIANT BARRIER IS REQUIRED
5.	GABLE VENT (SEE NOTE 5 & 6 BELOW) MANUFACTURER: _____ MODEL: _____ NFVA: _____ (MIN 115 in ²)
6.	EAVE VENT (SEE NOTE 5 & 6 BELOW) MANUFACTURER: _____ MODEL: _____ NFVA: _____ (MIN 23 in ²)

Additional Guidance: Specify roof material and underlayment. Also specify ICC, UL, or equivalent listing report number and manufacturer for roofing material (tile, metal, built-up, etc.).

ITEM 2: EXTERIOR WALL FINISH

Location: Top right corner of sheet, same as Item 1 above.

Additional Guidance: Specify exterior wall finish. May need to be noncombustible material (stucco, cement fiber board, masonry, etc.) if in a wildfire area.

ITEM 3: ATTIC VENTS

Location: Top right corner of sheet, same as Item 1 above.

Additional Guidance: Specify manufacturer and model of vents at gable ends and eaves. Also indicate Net Free Ventilation Area (NFVA) as given by the manufacturer. May need to comply with additional requirements if in a wildfire area. See Wildfire Zone Plan Notes 5 and 6.

GUIDANCE FOR SHEET A5

ITEM 1: TRUSS IDENTIFICATION NUMBERS

Location: See blank items on truss layout.

Additional Guidance: Truss identification numbers are indicated on **Truss Calculations** by the manufacturer. Alternatively, attach an 11x17 copy of the manufacturer truss layout to the ADU plans.

GUIDANCE FOR SHEET A6

ITEM 1: WALL INSULATION

Location: See Section Key Notes.

Additional Guidance: Fill in the insulation that is to be used for the walls. Verify sufficient cavity space in framing to accommodate insulation selected and check insulation selected matches insulation shown on **Energy Calculations** (Title-24).

ITEM 2: ROOF/CEILING INSULATION

Location: See Section Key Notes.

Additional Guidance: Fill in the insulation that is to be used for the roof/ceiling. Verify sufficient cavity space in framing to accommodate insulation selected and check insulation selected matches insulation shown on **Energy Calculations** (Title-24)

ITEM 3: CLIMATE ZONE 14 PROJECT

Location: See Section Key Notes #8.

Additional Guidance: Determine climate zone of project based on zip code or property summary report. If located in climate zone 14, a vapor retarder is required at exterior walls and vented attics. Coordinate with climate zone shown in **Energy Calculations**.

GUIDANCE FOR ADDITIONAL REQUIREMENTS

ITEM 1: ENERGY CALCULATIONS (TITLE-24)

Location: Added to plans as an attachment.

Additional Guidance: Plans and specifications must show compliance with the state of California energy regulations (2019 California building energy efficiency standards). The appropriate documentation, forms, and calculations must be submitted at the time of application submittal. Completed energy forms shall be made a permanent part of plans with compliance statements signed (forms shall be registered for projects requiring HERS verification and/or diagnostic testing). Note that these calculations are performed and provided by a third party.

ITEM 2: SITE INSPECTION

Location: Not part of the plans.

Additional Guidance: After a record identification number (i.e., plan check number) is obtained from a building technician, a site inspection can be requested. A site inspection is used to determine any possible site constraints that would cause difficulties when building the accessory dwelling unit. Follow instructions on conditions of approval obtained from building technician. Note that additional requirements may result from site inspection.

GUIDANCE FOR ADDITIONAL REQUIREMENTS CONTINUED

ITEM 3: STORM WATER INTAKE FORM

Location: Not part of the plans.

Additional Guidance: Used to determine if your project is a Standard Project or Priority Development Project (PDP) to complete appropriate **Storm Water Quality Management Plan** (SWQMP) documentation. Coordinate information with Sheet SP-1, **Impervious Area Information** and **Land Disturbance**. Form can be obtained at the county website at https://www.sandiegocounty.gov/content/dam/sdc/dpw/watershed_protection_program/watershedpdf/dev_sup/intake_form.pdf

ITEM 4: STORM WATER QUALITY MANAGEMENT PLAN (SWQMP)

Location: Not part of the plans.

Additional Guidance: For Standard Projects, use this form to create a Best Management Practices (BMP) Plan. Priority Development Projects (PDP) require submittal of a SWQMP to PDS Land Development for approval. Design information in the SWQMP will need to be coordinated with the **BMP Plan**. Form for Standard Projects can be obtained at the county website at https://www.sandiegocounty.gov/content/dam/sdc/dpw/WATERSHED_PROTECTION_PROGRAM/watershedpdf/Dev_Sup/Standard_SWQMP.pdf

ITEM 5: TRUSS CALCULATIONS

Location: Not part of the plans.

Additional Guidance: Two sets of manufacturers truss drawings signed and stamped by a state of California registered professional engineer are to be submitted. Coordinate with truss layout. Note that these calculations are performed and provided by a third party.

ITEM 6: FIRE DISTRICT APPROVAL

Location: Approval stamp on the **Plot Plan**.

Additional Guidance: After a record identification number (i.e., plan check number) is obtained from a Permit Technician, you will be given a Fire Mitigation Fee form. This form and your plans must be *submitted* to the fire district in your area for approval. Fire district approval stamps will be required on the **Plot Plan**. The fire district should be contacted early in the project design stage because they may have requirements that will affect the design of the project. Please refer to form [CFA 101](#) for fire department contact information.

ITEM 7: RECORD ID / SATISFY ALL CONDITIONS

Location: Not part of the plans.

Additional Guidance: After your project is reviewed you will see a Permit Technician to obtain a record identification number (i.e., plan check number). At this time the Permit Technician will collect information about your project including a completed [Building Permit Application](#). They will also determine what is required to issue a building permit and create a customized [Conditions of Approval](#) specific to your project. Supporting documents (forms, packages, etc.) will be provided at this time.