



County of San Diego, Planning & Development Services
STANDARD ADU CHECKLIST GUIDANCE
BUILDING DIVISION

GUIDANCE FOR SHEET SP-1

The form includes a 'SHEET INDEX' table on the right side, listing various plan types and their corresponding sheet numbers. The 'VICINITY MAP' section contains a grid for mapping the property's location. The 'OWNER INFORMATION' section includes fields for name, address, phone, and email. The 'CONTACT INFORMATION' section includes fields for name, address, phone, and email. The 'PROJECT INFORMATION' section includes fields for project scope, APN, and site address. The 'PERVIOUS AREA INFORMATION' and 'IMPERVIOUS AREA INFORMATION' sections include tables for recording area measurements. The 'SHEET TITLE' section includes fields for plot plan, sheet number, and sheet title.

ITEM 1: PROVIDE A COMPLETE PLOT PLAN

The plot plan shows the general layout of the lot. See Minimum Plot Plan Information (PDS 090) for a checklist of required items and a sample plot plan.

ITEM 2: PROVIDE VICINITY MAP

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


ITEM 3: PROVIDE OWNER and CONTACT INFORMATION

Fill out all items under "Owner Information" and "Contact Information." If the owner is also the main contact for the permit, the information in the two areas will be the same.

GUIDANCE FOR SHEET SP-1 CONTINUED

ITEM 4: PROVIDE PROJECT INFORMATION and PROJECT SCOPE

- Project Scope: This is a description of what is to be permitted. Please select the type of dwelling unit proposed:
 - ADU (Accessory Dwelling Unit):
Select this option if the permitted structure WILL NOT be the primary residence.
 - SFD (Single Family Dwelling):
Select this option if the permitted structural WILL be the primary residence.
- APN: This is the property's assessor parcel number. It can be found on your tax bill.
- Identify utilities serving the property by circling Yes (Y) or No (N) for each item.
- Show fuel modification if your property is in a Wildfire area.
 - This information can be found on the Property Summary Report from this site: https://publicservices.sandiegocounty.gov/CitizenAccess/Report/ReportParameter.aspx?module=LUEG-PDS&reportID=2844&reportType=LINK_REPORT_LIST
 - You will need your APN to run this report. If the Fire Hazard Severity Zone is anything other than "Urban Unzoned," your property will require fuel modification.

 COUNTY OF SAN DIEGO PLANNING & DEVELOPMENT SERVICES PROPERTY SUMMARY REPORT	
GENERAL PARCEL INFORMATION	
APN:	
ADDRESS:	
PARCEL AREA:	
CENSUS TRACT:	
DOMAIN:	
PLANNING AREA:	
GENERAL PLAN DESIGNATION:	
EXPIRED PERMITS:	
FLAGS:	
AGENCY INFORMATION <small>For agency contact information refer to PDS 804</small>	
EXISTING SEWER:	
FIRE DISTRICT:	
ELEMENTARY SCHOOL DISTRICT:	
HIGH SCHOOL DISTRICT:	
WATER DISTRICT:	
SANITATION DISTRICT:	
CONSTRUCTION DESIGN INFORMATION	
FIRE HAZARD SEVERITY ZONE:	
CEC CLIMATE ZONE:	
CBC & CRC SEISMIC DESIGN CATEGORY:	
ALQUIST-PRIOLO EARTHQUAKE FAULT ZONE:	
STORMWATER MANAGEMENT INFORMATION	
EXISTING STRUCTURAL BMP:	
PRIORITY DEVELOPMENT PROJECT	
ENVIRONMENTALLY SENSITIVE AREA	
HILLSIDE DEVELOPMENT	
LAND DEVELOPMENT INFORMATION	
FLOOD:	
DRAINAGE DISTRICT:	
COUNTY MAINTAINED ROAD:	
REGIONAL CATEGORY:	
TIF REGIONAL CATEGORY:	
<small>For information regarding Transportation Impact Fees (TIF) visit the TIF webpage. For an estimate of TIF or Drainage fees please refer to the DIPW Impact Fee Calculator.</small>	
LEGAL LOT	
LEGAL LOT STATUS:	

RUN DATE: 06/15/2023
SOURCE: ACA

5510 Overland Ave. San Diego, CA 92123
www.sdcgov.org

Page 1 of 3

GUIDANCE FOR SHEET SP-1 CONTINUED

ITEM 5: FILL OUT THE PERVIOUS AREA TABLE

- This table shows all constructed pervious surfaces. These surfaces, such as pavers, allow water infiltration into the soil. See “Sample Presentation for Stormwater Impervious Area Plan” (PDS 272, Page 2) for a sample and detailed requirements.
- This table is only needed if you are trying to reduce your impervious area to comply with stormwater requirements.

ITEM 6: FILL OUT IMPERVIOUS AREA TABLE and LAND DISTURBANCE QUANTITY

- Impervious Area Table: This table shows all constructed impervious surfaces. These surfaces, such as building roofs and concrete driveways, reduce water infiltration into the soil. See “Sample Presentation for Stormwater Best Management Practices (BMPs) Plan” (PDS 272, Page 1) for a sample and detailed requirements.
- Land Disturbance: This area includes all activity areas that change the land's physical condition. Note that projects proposing a total land disturbance area of 1 acre or more must provide a waste discharge number (WDID) obtained from the State Water Resources Control Board (SWRCB).

ITEM 7: PROVIDE BMP PLAN

- Proposed locations of all stormwater Best Management Practices (BMPs) per the Standard Storm Water Quality Management Plan must be shown on the plot plan. See “Sample Presentation for Stormwater Best Management Practices (BMPs) Plan” (PDS 272, Page 1) for a sample and detailed requirements.
- The BMPs shown on the Plot Plan must match the BMPs selected in the “Stormwater Quality Management Plan (SWQMP) for Standard Projects” form (see Item 4 on Page 7 of this document).

ITEM 8: PROVIDE ENERGY EFFICIENCY SPECIAL FEATURES

- Energy Efficiency Special Features are design elements that have been inputted in compliance software for Energy Code compliance.
- These items can be found under the “Required Special Features” section on the first few pages of the energy compliance form (CF1R). List these items in the space provided.

ITEM 9: PROVIDE ENERGY EFFICIENCY HERS VERIFICATION

- HERS is the California Home Energy Rating System. When HERS verification is required, a HERS rater must be hired by the owner/contractor to perform field verification and diagnostic testing. This is required to demonstrate compliance with the Energy Code.
- The items requiring HERS Verification can be found under the “HERS Feature Summary” section on the first few pages of the energy compliance form (CF1R). List these items in the space provided.

GUIDANCE FOR SHEET A-3/A-4

ELEVATION KEY NOTES

1. ROOF CLIMB 'X' RISE RATIO
2. ROOF MATERIAL / MANUFACTURER / MODEL
3. UNDERLAYMENT
4. LISTING REPORT #

WILDFIRE ZONE PLAN NOTES

1. ALL ROOF COVERINGS MUST BE PROVED TO RESIST FIRE EXPOSURE FOR THE ENTIRE LIFE OF THE PROJECT. THE ROOF COVERING SHALL BE PROVED TO RESIST FIRE EXPOSURE FOR THE ENTIRE LIFE OF THE PROJECT. THE ROOF COVERING SHALL BE PROVED TO RESIST FIRE EXPOSURE FOR THE ENTIRE LIFE OF THE PROJECT.
2. EXTERIOR WALL FINISH SHALL BE PROVED TO RESIST FIRE EXPOSURE FOR THE ENTIRE LIFE OF THE PROJECT. THE EXTERIOR WALL FINISH SHALL BE PROVED TO RESIST FIRE EXPOSURE FOR THE ENTIRE LIFE OF THE PROJECT.
3. ROOF PITCH SHALL BE PROVED TO RESIST FIRE EXPOSURE FOR THE ENTIRE LIFE OF THE PROJECT. THE ROOF PITCH SHALL BE PROVED TO RESIST FIRE EXPOSURE FOR THE ENTIRE LIFE OF THE PROJECT.

ELEVATIONS
1/4" = 1'-0"

County of San Diego, Planning & Development Services
DWELLING UNIT (Plan F - 600 SF)
BUILDING DIVISION

Sheet Number
A3

ITEM 1: PROVIDE ROOFING INFORMATION

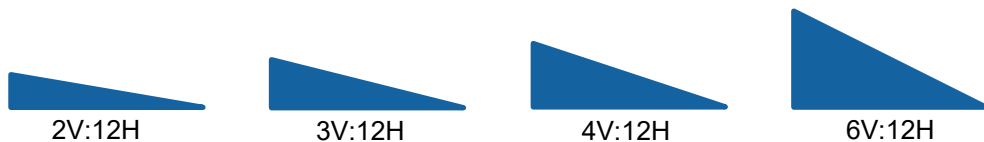
Specify roof material and underlayment. Also specify ICC, UL, or equivalent listing report number and manufacturer for roofing material (tile, metal, built-up, etc.).

ITEM 2: PROVIDE EXTERIOR WALL FINISH

Specify exterior wall finish. It may need to be noncombustible material (stucco, cement fiber board, masonry, etc.) if the project is in a wildfire area.

ITEM 3: PROVIDE ROOF PITCH

Pitch is the ratio of rise (V, vertical change) to run (H, horizontal change) of the roof. See below for examples. Specify the proposed roof pitch and verify that the specified roof material is adequate for the selected roof pitch.



GUIDANCE FOR SHEET A-5

SOLAR READY KEY NOTES

WHEN AN OPTION NOT REQUIRED FOR ENERGY EFFICIENCY OR COMPLIANCE IS INDICATED BY A CIRCLED NUMBER:

1. MIN. 250 SF. DEDICATED SOLAR ZONE AREA
2. DEDICATED SOLAR ZONE AREA LOCATED BETWEEN 110 AND 270 DEGREES OF TRUE NORTH - USE AREA A OR B AS DESIGNATED
3. NO OBSTRUCTIONS - INCLUDING LIGHT FIXTURES, REFRIGERATORS, AIR CONDITIONERS, HEAT PUMPS, PROP-VENTILATED EQUIPMENT - LOCATED WITHIN SOLAR ZONE
4. 2" MIN FIRE RATED ASSEMBLY
5. 2" SLANT VENTILATION SETBACK AT RIDGE

ATTIC VENTILATION

BUILDING MANUFACTURER
(SEE MANUFACTURER'S SPECIFICATIONS)

NET FREE VENTILATION AREA = NFVA
 $NET\ FREE\ VENTILATION\ AREA = \sum (A_i \times C_i)$
NET AREA REQUIRED = NAR (SEE TABLE 101.10.2.1) $NAR = 164 + 0.06 \times A_{FLOOR}$

1. GABLE VENT (SEE THE VENT #1 ON SHEET A5)
 MANUFACTURER: _____
 MODEL: _____
 CFM: _____
 VENT AREA PROVIDED = _____^{sq ft}

2. EAVE VENT
 MANUFACTURER: _____
 MODEL: _____
 CFM: _____
 VENT AREA PROVIDED = _____^{sq ft}

3. ROOF VENT
 MANUFACTURER: _____
 MODEL: _____
 CFM: _____
 VENT AREA PROVIDED = _____^{sq ft}

4. NETVAL BETWEEN ROOF AND BODY OF THE PROVIDED NET FREE VENT AREA A MINIMUM OF 3 FEET BELOW THE RIDGE OR THE HIGHEST POINT OF THE BRACE (MEASURED VERTICALLY), AND NETVAL THE BALANCE OF THE REQUIRED VENTILATION IN THE CENTER ONE-THIRD OF THE RIDGE BRACE.

ROOF PLAN / TRUSS LAYOUT
 3/16" = 1'-0"
 PDS 671 (REV. 01/01/2023)

County of San Diego, Planning & Development Services
 DWELLING UNIT (Plan F - 600 SF)
 BUILDING DIVISION

 Sheet Number
A5

ITEM 1: PROVIDE TRUSS IDENTIFICATION NUMBERS

Truss identification numbers are shown on truss calculations/layout by the manufacturer. Transfer these numbers to the Truss Layout or attach an 11x17 copy of the manufacturer's truss layout to the ADU plans.

ITEM 2: PROVIDE TRUSS ATTIC VENTILATION INFORMATION

- Select a combination of gable, eave, and roof vents that meet the minimum required net free vent area (NFVA) calculation and Note 4 requirements.
- Fill out the information for the chosen vents.
 - For vent types that are not selected, write "N/A."
- Add the vent area provided by each vent type (Gable, Eave, and Roof) to determine the "Total Vent Area Provided." Use this value to fill in the blank in the box at the top of this section.

GUIDANCE FOR SHEET A-6

SECTION KEY NOTES

1.	WALL INSULATION
2.	CEILING INSULATION
3.	ROOF (TOP CHORD) INSULATION
4.	EXTERIOR FRESH AIR INTAKE BOARD
5.	EXTERIOR WALL 2X4 STUD WALL
6.	EXTERIOR WALL 2X4 STUD WALL
7.	CEILING 2X4 JOIST (1" OR 1/2" JOIST, 16" ON CENTER)
8.	A CLEAN 1" OR 1/2" VAPOR RETARDER SHALL BE INSTALLED BY THE CONTRACTOR SPACING EDGE OF ALL INSULATION IN ALL EXTERIOR WALLS AND VENTED ATTIC.
9.	MANUFACTURED TRAYED

1 IGNITION RESISTANT EAVE

DETAIL

1. 1" OR 1/2" VAPOR RETARDER
 2. 1" OR 1/2" VAPOR RETARDER
 3. 1" OR 1/2" VAPOR RETARDER
 4. 1" OR 1/2" VAPOR RETARDER
 5. 1" OR 1/2" VAPOR RETARDER
 6. 1" OR 1/2" VAPOR RETARDER
 7. 1" OR 1/2" VAPOR RETARDER
 8. 1" OR 1/2" VAPOR RETARDER
 9. 1" OR 1/2" VAPOR RETARDER

SECTIONS
 1/4" = 1'-0"
 PDS 671 (REV. 01/01/2023)

By using these standard plans, the user agrees to release the County of San Diego from any and all claims, liabilities, suits, and damages, in accordance with applicable law, arising out of or from the use of these standard documents. The user of these plans does not affirm and/or make the user's responsibility to verify any and all information.

County of San Diego, Planning & Development Services
 DWELLING UNIT (Plan F - 600 SF)
 BUILDING DIVISION

A6

ITEM 1: PROVIDE WALL INSULATION

Fill in the insulation for the WALLS and check that the framing has enough cavity space to fit the chosen insulation. Also, check that the selected insulation matches the one shown on the energy calculations (TITLE-24).

ITEM 2: PROVIDE ROOF/CEILING INSULATION

Fill in the insulation for the ROOF/CEILING and check that the framing has enough cavity space to fit the chosen insulation. Also, check that the selected insulation matches the one shown on the energy calculations (TITLE-24).

ITEM 3: SPECIFY VAPOR RETARDER

- Determine the project's climate zone based on zip code or Property Summary Report. If located in climate zone 14, circle "Y" (yes).
- The following website can be used to determine the climate zone based on zip code: <https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/climate-zone-tool-maps-and>

GUIDANCE FOR ADDITIONAL REQUIREMENTS

ITEM 1: PROVIDE COMPLETE ENERGY CALCULATIONS (TITLE-24)

- Plans and specifications must show compliance with the state of California energy regulations (current California Building Energy Efficiency Standards). Compliance is demonstrated through energy calculation documentation.
- The appropriate documentation, forms, and calculations must be submitted when the application is submitted.
- Completed energy forms must be a permanent part of plans. The compliance statements must be signed.
- For projects requiring HERS verification and/or diagnostic testing, forms must be registered.
- Note that energy calculation documentation (typically a CF1R-PRF-01-E certification) is completed by a third party.

ITEM 2: CALL FOR SITE INSPECTION

- A site inspection is used to determine any possible site constraints that would cause difficulties when building the structure.
- A site inspection can be requested after a record identification number (i.e., plan check number) is obtained from a Building Permit Technician. Follow the instructions on the Conditions of Approval obtained from the Technician to request the inspection.
- Note that additional requirements may result from a site inspection.

ITEM 3: PROVIDE STORMWATER INTAKE FORM

- This 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
- Additional guidance for filling out this form is available at https://www.sandiegocounty.gov/content/dam/sdc/dpw/WATERSHED_PROTECTION_PROGRAM/watershedpdf/Dev_Sup/Intake_Form_Inst.pdf

ITEM 4: PROVIDE STANDARD PROJECT STORM WATER QUALITY MANAGEMENT PLAN (SWQMP)

- This form 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
- The document above includes instructions for filling out the form.

ITEM 5: PROVIDE TRUSS CALCULATIONS

- Submit two sets of the manufacturer's truss drawings and calculations that are signed and stamped by a state of California-registered Professional Engineer.
- The truss drawings and calculations must be coordinated with the truss layout.
- Note that these calculations are performed and provided by a third party.