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Preapproval Application Guidelines for Accessory Dwelling Units (ADUs) – Designer Requirements

Preapproval Submittal Requirements:

- ☐ Designer Contact Information
  - Full Name
  - Email Address
  - Phone Number
  - Address
  - License Number (if applicable)
  - Website Link (if applicable)
- ☐ Industry – Standard Plan Set, including:
  - Cover Sheet with designer contact information
  - Watermarked elevations and floorplan for website (optional)
  - Placeholder sheet for future site plan
  - Architectural Elevations (2 or more elevation options encouraged)
  - Floor Plan
  - Foundation Plan (Multiple options are encouraged. Additional considerations may be needed for flood hazard area)
  - Structural Plans
  - Mechanical, Plumbing, and Electrical Plans
  - Photovoltaic Plans
  - Fire Sprinkler Plans
    - Required if the primary residence has fire sprinklers. Must be submitted to the Fire Department for review but may be deferred to permit submittal.

*Plans must be scaled, dimensioned, signed by the designer, and stamped by a licensed design professional.

- ☐ Building Materials Sheet, including:
  - Material Types
  - Color Options
  - Exterior Features and Fixtures
- ☐ Structural Load and Lateral Calculations
- ☐ Truss calculations, if using trusses
- ☐ Energy Calculations for all orientations
- ☐ Specifications and Supplemental Reports