

## ADU PREAPPROVAL SUBMITTAL CHECKLIST

The City of Pleasanton preapproves plans for detached ADUs that are submitted by designers, architects, builders, and other qualified professionals. Having your ADU plans preapproved by the City is a great way to ensure that your future clients can move through the permitting process quickly and smoothly. This checklist is intended to be used by design professionals who are looking to submit their ADU plans for preapproval independent of any site-specific application.

### INSTRUCTIONS

Once your submittal package is assembled, you can then upload all the materials through the Accela Citizen Access system at <https://aca.cityofpleasantonca.gov/CitizenAccess>. Please reference “Preapproved ADU plan submittal” in your project description to clarify that you are seeking approval for a Preapproved ADU design and apply under “Residential -addition.”

### Forms

- Preapproved ADU request form

### Title Block (Must be on all sheets)

- Area for design professional to sign all documents
- Name, title, address, and contact phone number of design professional
- Area to place address of property and name, address, contact phone number of property owner
- Scale for all drawings

### Fillable Cover Sheet

*The fillable cover sheet(s) should have blank spaces for each of the following fields. The cover sheet is required to ensure that all the proper notes are included on the plans.*

- Occupancy and Type of Construction
- Fire Sprinklers
- Gross Area by Floor(s) and Building Height
- Lot Coverage Calculation
- Index of Drawings
- Identify Special Hazard Zones: Wildland-Urban Interface Area (WUIA); Flood Zone; Liquefaction; Seismic Hazard Zone
- List of Deferred Submittals
- Engineering Standard Notes
- Environmental Services Standard Notes
- Area for Plot Plan/Site Plan (may be provided on a separate sheet)

### Architectural Plans

- Architectural floor plan(s) with complete dimensions, cross-referenced details, and applicable construction notes
- Architectural roof plan
- Exterior elevations with color and material details indicated
- A note showing how the plans will meet the Pleasanton Municipal Code Section 18.106 screening requirements which state that a solid fence at least six feet in height and vegetative screening/plantings of species with a mature height of at least 10 feet in height must be located or constructed along interior side and rear yard property lines adjacent to the ADU if the ADU is located less than 10 feet from respective property lines.

### **Structural Plans**

- Floor Framing Plan
- Roof Framing Plan/Details
- Ceiling Plan/Details
- Truss Submittal
- Building Cross Sections
- Built-up Floor Framing
- Stair Plan/Details
- Required Special Inspections
- Optional: Wildland Urban Interface (WUI) construction details (only if you would like to have your plan Preapproved for use in the WUI)

### **Mechanical, Plumbing and Electrical Plans**

- Location of HVAC equipment and plumbing fixtures
- Mechanical and Plumbing Plan layout
- Plumbing Design/Calculations
- Required Mechanical Registers
- Electrical Load Calculation Worksheet
- Outlets, high-efficiency fixtures, switches, smoke alarms, carbon monoxide alarms, main service panel and sub-panel sizes

### **Calculations, Specifications and Supplemental Reports**

- Structural Load and Lateral Calculations (if applicable)
- Energy Calculations & Forms (Title 24 Part 6)
- Form CF-1R with all required signatures
- Process and Equipment calculations for new and replacement equipment
- Incorporate CF-1R and applicable energy calculations on drawings
- Incorporate relevant mandatory features and MF-1R on drawings
- Incorporate City of Pleasanton CalGreen Residential Mandatory Measures Checklist on drawings