# NEW ACCESSORY DWELLING UNIT [ADU] CHECKLIST

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required by the plan's examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gathers the items listed below.

Ready to start your application? Click Here: salinas-ca-us.avolvecloud.com

## LIST OF REQUIREMENTS

### GENERAL

- **Create a User Account** or Login to [Salinas Paperless Permits](https://salinas-paperless-permits.com) and Start a New Building Permit Application
- Plans: Signed and Dated PDF, Individual Sheets, Landscape, Accurate Scale, Sizes: 24"X36", 30"X42"
- Files: Must be Print Ready With Correct Scale Ratio, With No Data Outside the Print Page Area, No Password Protection or Editing Security
- Sheet Number: The Sheet Number May be Listed With Decimals or in Whole Numbers
- Sheet Name: The First Character Must Represent the Discipline Area ("A" For Architectural, "S" for Structural, Etc.) Sheet Name Must Clearly Indicate the Information Found on The Page Example: A002.1 – Second Level Floor Plan Details

### COVER PAGE AND PLANS

- Applicable Codes: [2022 California Building or Residential Code](https://www.iccsafe.org) and [the Electrical, Mechanical, Plumbing, Energy, Fire Buildings](https://www.iccsafe.org) and [City of Salinas Municipal Code](https://www.salinas.ca.us)
- Preparer’s Title and Registration (If Applicable), Address, Phone Number
- Project Address, Assessor Parcel Number, Legal Property Owner’s Name, Address, Phone Number
- Scope of Work Identifying All Work Proposed Under This Permit
- Project Data: Property Type, Type of Construction, Occupancy Classification, Square Footage of Remodeled Area, Building Height, Fire Sprinkler (Yes / No), Number of Stories
- Sheet Index
- Deferred Submittal List – Truss, Sprinklers, Solar PVS...Etc.

### CONSTRUCTION PLANS & DETAILS

- Demolition Plan Showing Existing Portion of Structure to be Removed
- Detailed Plans of the Existing Portion of the Structure Being Converted to the ADU
- Exterior Elevations - All Sides of the Building, Existing/Proposed, Include Materials and Mechanical Equipment
- Cross Sections/Details
- Foundation Plan With Details
- Roof Plan
- Roof Framing Plan With Details
- Wall Framing Plan With Details: CRC Braced Walls or CBC Shear Walls
- Location of Mechanical Equipment and Specifications
- Electrical Plan With Receptacles, Lighting, Panel Locations, Panel Schedules, and Single Line Diagram
- Gas Line Diagram and Calculations
- Energy Certificate of Compliance Forms Reproduced on Full Size Plan Sheets
- Cal Green Mandatory Measures Checklist Reproduced on Full Size Sheets

### SUPPORTING DOCUMENTS

- Structural Calculations Signed and Dated (If Required)
- Manufacturer Specifications and Cut Sheets
- Special Inspections Form (ST&I) Reproduced on Cover Sheet (If Required)
- Construction & Demolition Waste Form
### Site / Soils / Foundation Information

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>Please check the box that applies to your project site</td>
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<tr>
<td>Is the project site flat?</td>
<td></td>
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<tr>
<td>Does the project abut severe ascending or descending slopes exceeding 35%?</td>
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<tr>
<td>Does the project include retaining walls?</td>
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<tr>
<td>Does the site contain any known geotechnical hazards?</td>
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<tr>
<td>Does the existing dwelling on the site have a conventional foundation?</td>
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<tr>
<td>Does the existing dwelling foundation show any signs of distress?</td>
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</tbody>
</table>

**Items checked in shaded boxes above require additional information to ensure code compliance**

### CITY OF SALINAS FEES:
Building permit fees vary based on project valuation and are approximately 10% of the project valuation. Applicant is required to pay only the plan check fee which is a percentage of the total permit fee. Planning, Fire and Engineering (PW) fees may apply, depending on the project scope of work.

### MONTEREY ONE WATER FEES:
A one-time sewer fee to mitigate additional sewer capacity may apply, applicant should contact the agency directly to obtain a fee estimate. Applicant is responsible for providing a receipt of payment or waiver from the agency prior to building permit issuance. (831) 372-2385

### SCHOOL FEES:
Applicant should contact the school district offices the project is in, to obtain a fee estimate. School fees vary by District and building square footage. Applicant is responsible for providing a receipt of payment or waiver prior to building permit issuance.

Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The city is required by law to enforce numerous federal, state and local construction and development regulations to ensure that your project is safe and an asset to the community.

### Division Contact Information:
- **Planning**: 758-7206, currplanwebmail@ci.salinas.ca.us
- **Engineering**: 758-7251, encroachment@ci.salinas.ca.us
- **Fire**: 758-7261, fireprevention@ci.salinas.ca.us
- **Building**: 758-7251, askbuilding@ci.salinas.ca.us
- **Paperless Permit**: 758-7131, paperlesspermit@ci.salinas.ca.us