Building a New Detached ADU with Pre-Approved Plans

GUIDEBOOK TO A NEW DETACHED ACCESSORY DWELLING UNIT WITH PRE-APPROVED PLANS

DESIGN PATH STUDIO
architecture + planning
Table of Contents
Steps Towards Building a New Detached ADU

01 STEP
In-Person Consultation with Current Planning
PG.06

02 STEP
Determining Cost and Financing
PG.08

03 STEP
Obtaining a Site Plan
PG.10

04 STEP
Complete Pre-Approved Plans for Submittal
PG.12-14

05 STEP
Consult With Permit Services
PG.15

06 STEP
Submit Your Building Permit Application
PG.16

07 STEP
Deed Restriction
PG.17

08 STEP
The Building Permit Review Process
PG.18

09 STEP
Building Permit Issuance
PG.19

10 STEP
Begin Construction & Schedule Inspections
PG.20

11 STEP
Make Arrangements for Utilities
PG.21

12 STEP
Schedule Final Inspection
PG.22-23

Congratulations, you now have a new ADU!
City of Salinas
ADU - Pre-Approved Plans Guidebook

The City of Salinas is offering property owners a selection of Pre-Approved ADU plans to promote the construction of new detached ADUs. In partnership with Design Path Studio, 4 architectural styles and 4 different unit sizes were drafted:

**Unit Sizes:**
- **1A:** (495 s.f.)
  1 Bed / 1 Bath
- **1B:** (553 s.f.)
  1 Bed / 1 Bath
- **2A:** (749 s.f.)
  2 Bed / 2 Bath
- **2B:** (746 s.f.)
  2 Bed / 1 Bath

The plans feature configurable choices regarding external style and materials used but will ultimately abide by the design standard of the main dwelling unit. Pre-approved plans reduce preconstruction fees and expedite the permitting process but also require additional documents and schematics from the property owner at time of submittal. Please use this guidebook to assist in proceeding with the Pre-Approved Plans and permitting process.

All pre-approved plans and forms are available on the City of Salinas website. The website URL is listed below.

bit.ly/salinasadus

These plans are only to be used for NEW Detached ADUs on properties within City of Salinas limits. Existing or attached dwelling units may NOT use these pre-approved plans.
STEP 1: In-person Consultation with Current Planning

A consultation with Current Planning to discuss constructing a new detached ADU is mandatory. To schedule an in-person consultation with Current Planning, call 831-758-7206 or make an appointment using the Permit Center's online scheduling tool. Click here to access the system: bit.ly/1QLess. During the consultation, the planner will assess the property and determine if your preferred Pre-Approved ADU plan fits based on lot size and zoning. They can also assist with additional development or design standards that may have an impact on the style and size of your new ADU.

The following information and materials are required for the in-person consultation:

A. Property Address.
B. Multiple angle photos of your principal structure, an aerial image of the property, and photos of area where the proposed ADU would be placed.
C. Preferred floorplan and design.
D. Measure and draw the shape of your lot: provide an outline of your current house and other permanent structures where they exist on your lot, such as a garage with dimensions.

Questions and important information to consider:

A. Zoning
B. Objective design and development standards
   • Set Backs
   • Separation between structures
C. Find out which Pre-Approved ADU Plan best complements your current house style.
D. Exterior style.
E. Exterior wall material.
F. Roof framing.
G. Roof material.
H. Window and trim color.
I. Grant Deed/Deed Restriction.
J. Hold Harmless Statement.

We Want to Hear from You

If any questions arise during the application process please consult with Current Planning by phone or email.

Current Planning:
Mon - Friday
9AM - 4 PM
831-758-7206
CurrPlanwebmail@ci.salinas.ca.us

Upon review of the property, the planner will either authorize approval by signing off on the Consultation Form or provide you with feedback on additional requirements.

*The Hold Harmless Statement is intended to be signed by anyone who submits an application to build a Pre-Approved Detached ADU.

The Consultation Form for Pre-Approved Plans for a New Detached ADU includes a checklist of all design standards that will be specific your property. It will also have a checklist of documents that will need to be included at the time of permit application, you must retain a copy for your records. Note, the property owner must provide the necessary information and resources for a planner's assessment before receiving a signed copy of the Consultation Form.
Before proceeding with constructing an ADU, determine if the overall cost is within your financial means. To assist with determining the projected expenses, review the following soft and hard costs. Soft costs are correlated with services that are not direct construction costs. Hard costs are correlated with direct construction such as material and labor.

**A. Soft Cost**
- Architect/ Draftsman/ Contractor/ Engineer
- Building Permit Fees
- School Fees (Potential)
- Regional Impact Fees / Sewer Capacity Fees (Potential)
- Site Plan & Energy Calculations
- Soil Report (if needed)
- Truss Calculations (if needed)

**Hard Cost B.**
- Materials
- Labor
- Photovoltaic System (Solar Panels)
- PG&E Electrical Upgrade or New Connection
- Water Upgrade or New Connection
- Sewer Upgrade or New Connection
- Fire Sprinklers (if needed)
Site plans will show how the project will be situated and oriented on the parcel as well as how it will interact with the already-existing structures on site.

This site plan can be prepared by the property owner or a design professional. It must contain all the information included in the “Site Information Checklist” or refer to sheet AS.2 of the pre-approved detached ADU plans.

If choosing to draw the site plan as an Owner, refer to the Site Information Checklist, Sheet AS.2, of the Pre-Approved ADU Plan. City staff will NOT process inaccurate or incomplete plans.

If hiring a design professional to complete the required site plan, follow the steps below:

A. When selecting a person who specializes in drafting ADU site plans, consider the following:
   • Designer
   • Draftsman
   • Architect
   • Engineer
   • General Contractor

B. Obtain Bids
   • Get recommendations from family and friends
   • Obtain at least 2-3 bids
   • Compare bids based on cost and quality of proposal

All exterior site boundaries correctly scaled and dimensioned
• North Arrow
• Scale of Plans, Graphic and Written
• Legend Symbols, Lines, Abbreviations ETC. Used on Plans
• Site Contours, Grade Elevation, and other topographic features
• Location and dimension of all driveway, access roads, and curb cuts
• Show fire access roads / driveway - max fire house pull of 150 FT length
• Location and dimensions of all easements (electric, water, sewer, ETC)
• Show fire access roads / driveway - max fire house pull of 150 FT length
• Location and dimensions of all easements (electric, water, sewer, ETC)
• Required and proposed building setbacks
• Location of existing and proposed buildings and structures
• Distance of all structures from each other and from property lines
• Location and height of all fences and retaining walls
• Location and size of off street parking
• Location of existing and proposed vegetation
• Location of existing and proposed utilities to new ADU
• Location of existing and new utilities (sewer lateral clean-outs, gas lines, electrical overhead, or underground conductors.)
• New sewer lateral serving the new ADU is not allowed to connect under existing foundation (CPC 311.11)
• ADU sewer line cannot be connected directly to existing main dwelling unit
• Location of exiting and new meter location (gas, electrical, water.)
• Site plan signed by preparer
• Provide a photo from the street of the existing main dwelling

*Please note, the cost for a site plan is significantly less than plans for an ADU. If you think you may have an easement on your parcel, check with the Engineer of the Month to verify.

*engineerofthemonth@ci.salinas.ca.us or at - (831) 758-7241
STEP 4: Complete Pre-Approved ADU Plans for Submittal

On the City’s website download the set of Pre-Approved Detached ADU Plans you want to submit permits for.

Once you have downloaded your plan of choice confirm which sections require supplemental information to be completed. Sheet No. T1.1 of the pre-approved plans will have all the sections that need completion or input. Here is a list for reference:

Sections that require your input on plan sheet T1.1:
- Exterior style
- Exterior wall material
- Roof framing
- Roof Material
- Fire Sprinkler information
- Fire rated details
- Window and Trim Color
- Sewer wastewater information
- Electrical Service Information
- Gas Service information
- Site/Soils/Foundation information
- Gas Line Isometric Diagram

Below are the descriptions of the additional requirements.

Address Assignment: An address assignment is required for adding a new address to an existing building. An Addressing Assignment Application must be completed when a new unit or building is proposed. The address must correspond with the existing addressing and must be approved by the City Engineer. The City Engineer may assign different addressing than that proposed. More information can be obtained on the Salinas Website at: bit.ly/Addressassignment.

Additional documents, which must be provided at submittal:
- Coversheet - Sheet T1.1
- Site Plan – Sheet AS.2
- Construction and Demolition Form (page 2 only)
- Fire Sprinklers (if needed)
- Photovoltaic System
- Truss Calculations (If needed)
- Soil Report (If needed)
- Addressing Plan

Energy Calculation Certificate of Compliance – Sheets T24.1-T24.3:
General Energy calculations were provided in the set which will work for all orientations in our climate zone. You will need to provide site specific energy requirements which contain the following information:

- The owner’s name, address and building orientation
- Information must match the general energy calculations shown on the plans
- Registration number is obtained and imprinted on the site-specific energy calculations when registered with the state
- Signed and completed declaration statements
- Options to get site specific energy calculations:
  - Hire an energy consultant of your choice
  - Contact energy consultant that provided the Pre-Approved Energy Calculations for this set of plans, and they might offer a discounted rate. Note: The Energy Consultant that provided the Pre-Approved Energy Calculations is D&R Calcs, 14107 Ipava Dr, Poway, CA 92064, Phone: 858-486-9506

Site Specific Gas Line Isometric Diagram:
Whenever gas piping is being installed a diagram is required showing all gas piping on the system from the gas meter to each gas appliance tied into the gas piping. A gas diagram consists of size and length of each section of gas pipe starting at the meter, to each take-off tee branch, including sections between take-off tee branches as well as size and length of all branches coming off the main gas line that supply each household appliance. Also, include gas load calculations (BTUs/CFH) of each household appliance that will be tied into the gas line. The draftsman/designer/architect/engineer/general contractor shall be responsible for completing this diagram.

Fire Sprinkler: A new ADU is required to have fire sprinklers if the existing residence has fire sprinklers. Applicant can defer submittals until requirements are met. If fire sprinklers are required for the ADU, these need to be approved, installed and inspected before the final ADU inspection.
STEP 4: Complete Pre-Approved ADU Plans for Submittal

Photovoltaic System (solar panels): Per California Energy Commission, Title 24: Newly built, non-manufactured, detached ADUs will need to install solar panels. Solar panels for the new ADU can be installed on the ADU, existing house and/or another structure within the site. All permanent installations of electrical generators including solar panels and other power sources shall be approved by the building code official. To obtain a solar permit you must submit a solar permit application through Salinas Paperless Permits. Include in the submittal the corresponding photovoltaic plan set, specifications, and site plan (Site plan should show relative location of major components on the property). The Solar Permit Application can be submitted at the time of the pre-approved detached ADU application submittal, or it may be deferred while the ADU is being built. The photovoltaic system must be installed, operational and final prior to the final building inspection and approval of the ADU. The Permit Center requires that all plans and documentation uploaded via Salinas Paperless Permits must be in PDF format. For more information on the Solar Permit Application refer to the Paperless Permitting Application Guide.

Fire Separation Distance: It is best to provide the minimum distances shown left, from the new ADU to the existing buildings or property line. If this isn’t possible, schedule an appointment with the Building Permit Specialist to discuss options.

If minimum fire separation distances are not met, the approval process may be delayed and increase construction cost of the new ADU.

Address Assignment: An address assignment is required for adding a new address to an existing building. An Addressing Assignment application must be completed when a new unit or building is proposed. The address must correspond with the existing addressing and must be approved by the City Engineer. The City Engineer may assign different addressing than that proposed. More information and applications can be found here.


Construction and Demolition Application: All construction and demolition (C&D) projects within the City are required by Salinas Municipal Code 9-11.1 to divert at least 65% of the C&D debris and 100% of the inert materials produced by the project. Additionally, all building applicants must prepare and submit a C&D Waste Reduction and Recycling Plan at the time of the permit application (prior to permit issuance), and a final C&D Waste Reduction and Recycling Report. Failure to file recycling reports with the City may result in non-compliance fees and/or delay issuance of the Certificate of Occupancy or final inspection. For more information consult with the Construction and Demolition Waste Handout you can find it here or by using the URL below. the Construction and Demolition Waste Application is available here or at the URL provided below.

Construction and Demolition Handout: bit.ly/CandDFlyer

Truss Calculations: In lieu of rafters (roof framing per plan) a homeowner is to contract with an independent truss company and submit truss calculation to the city of Salinas for approval. Indicate on deferred submittal checklist on the plans title sheet (T1.1) if the truss package will be provided as a deferred submittal. An applicant will need to upload and submit the truss calculations to Salinas Paperless Permits. Truss calculations will be review and approved prior to installation and inspection.
If questions arise while filling out the forms listed below, please consult with a Building Permit Specialist by phone or email ask building@ci.salinas.ca.us. To schedule an appointment call (831) 758-7251 or schedule online by visiting bit.ly/1QLess.

• Fire rated details
• Sewer lateral information
• Electrical Service Information
• Energy Calculation Certificate of Compliance– Sheets T24.1-T24.3
• Photovoltaic System (Solar panels)
• Truss Calculations (If needed)
• Gas Line Isometric Diagram
• Gas Service information
• Soils Report

STEP 6: Submit your Building Permit Application

When ready to apply for a building permit, you must first create a user account on the Salinas Paperless Permit Portal: https://salinas-ca-us.avolvecloud.com. Plans must be submitted in a PDF format and uploaded as individual sheets. The sheet name must clearly indicate the information found on the page for example: A002.1 – Second Level Floor Plan Details. The sheet number may be listed with decimals or in whole numbers. Before submitting, make sure all necessary information is complete on forms, plans and application. If you do not have all the required documents the submittal will not be accepted.

The following documents must be uploaded to paperless portal at the time of application:
1. Preapproved ADU Plans (single sheets) all fields on Sheet T.1. must be completed.
2. Site Plan.
3. Hold Harmless statement signed by property owner.
4. Grant Deed (include all pages)
5. Construction and Demolition Waste Form
6. Additional requirements as detailed on Step 4.

Additional information on Salinas Paperless Permits can be found on the following links:
1. How to Create a Paperless Permit Account
2. Submittal Requirements
3. Paperless Permit Applicant Guide

*A complete copy of the grant deed must be provided by the property owner. If the owner does not already have a copy of the grant deed, they can get one from the Monterey County Recorder’s Office located at 168 W Alisal St #1, Salinas, CA, 93901. Additionally, the property owner needs to review and sign the Hold Harmless Statement.

*City of Salinas Fees: Building permit fees vary based on project valuation and are approximately 10% of the project valuation. Please refer to the City-Wide Fee Schedule for additional details or to obtain an estimate please contact the coordinator at (831) 758-7251.
After submittal of the Building Permit Application, the Current Planning Division will generate a Deed Restriction to be placed on the property. The owner will need to sign the Deed Restriction, which will acknowledge the following:

A. Short-term rentals are prohibited. An accessory dwelling unit shall not be rented for periods less than (30) days.

B. An Accessory Dwelling Unit shall not be sold separately from the primary residential structure.

C. Will include the approved Site Plan submitted as part of the Pre-Approved ADU Plans.

Once a complete application is submitted, the Plan Check staff will review the accuracy and completeness of the plans. If plans need corrections, a review letter will be sent to the contacts listed on the application.

A. If you hire a design professional, they are the project managers and are responsible for addressing the corrections and resubmitting plans to the permit center.

B. If you are both owner and applicant, then you will be tasked with addressing the corrections and resubmitting the plans to the permit center.

C. Corrections must be provided within 180 days from the date the letter with corrections was issued. If the corrections are not submitted within this time, the building permit application will be automatically withdrawn.

D. If you hired a professional, please collaborate with them to ensure the revised plans and necessary documentation is provided in a timely manner.
Once the Building Permit has been fully approved, the Permit Center Coordinator will contact the applicant. At this point, the owner and/or the General Contractor can obtain the permit. Building permit associated fees will be assessed. To pull the building permit, the following remaining balance and fees are due at issuance:

i. The remaining building permit fee (of about 10%) must be paid before the permit may be issued. For more details, see the valuation table in the City-Wide Fee Schedule.
   [bit.ly/Cityfeeschedule](bit.ly/Cityfeeschedule)

ii. Upon completion of plan review approval, the Permit Center Coordinator will provide a form to be presented to Monterey One Water. A one-time sewer fee (Residential Capacity Charge) to mitigate additional sewer capacity may apply, applicant should contact Monterey One Water at (831) 372-2385. Applicant is responsible for providing a receipt of payment or waiver from the agency prior to building permit issuance.

iii. Upon completion of the plan review approval, the Permit Center Coordinator will provide a form to be presented to both school districts. Applicant is responsible for providing a receipt of payment or waiver prior to building permit issuance.

Construction may commence after permit issuance. As different tracts of work are completed and not concealed, inspections are to be scheduled for that work completed. Please reference the permit card for inspection types. No work shall be concealed without a passing inspection.

A. If an inspection does not pass on the first try, a new inspection will need to be scheduled with a potential re-inspection fee being assessed.

B. Inspections must be conducted within 180 days of the previous inspection to avoid expiration of permit.

C. Prior to the final inspection, a Construction and Demolition Report and receipts are required.

Additional division inspections may need to be conducted; this will be defined on your permit card. To schedule an inspection, call the Permit Center at (831) 758 – 7251.
After all requirements have been met and inspections completed and approved, your permit is finalized. Construction and Demolition (C&D) Requirements must be fulfilled at the time of final inspection. If failure to comply, non-compliance fees will be issued. To schedule the final inspection, call the Permit Center at: (831) 758 – 7251.

Congratulations, you now have a new ADU!

**Electrical Connections:** PG&E needs about 12-18 months to perform an electrical upgrade or an additional electrical connection. To determine additional costs and time frames, contact the utility provider directly. Residents can call (877) 660-6789 or visit pge.com for additional information.

**Monterey One Water Sewer Connection:** In addition to Residential Capacity Charge, a Sewer Connection Permit Issued by Monterey One Water is required to connect to the regional sewer system. Contact the Monterey One Water Customer Service Team for instructions. Residents can call (831) 372-3367 or (831) 422-1001 or visit montereyonewater.org for additional information.

**Waste Management:** To start trash and recycling curbside collection please contact Republic Services of Salinas. Residents can call (831) 775-3840 or visit republicservices.com for additional information.

Construction and Demolition (C&D) Requirements must be fulfilled at the time of final inspection. If failure to comply, non-compliance fees will be issued. To schedule the final inspection, call the Permit Center at: (831) 758 – 7251.
Permit Center
Regular Hours:
Mon - Fri: 9:00 am-4:00 pm
Sat - Sun: Closed
Address: 65 West Alisal St. Salinas, CA 93901 United States
Phone: (831) 758-7251
Fax: (831) 758-7938

ADU Hotline
aduinquiry@ci.salinas.ca.us
831-758-7208

Building (Questions)
askbuilding@ci.salinas.ca.us
831-758-7251

Salinas Paperless Permits
(Portal for electronic plan submittal and review)
paperlesspermit@ci.salinas.ca.us

Engineering
encroachment@ci.salinas.ca.us
831-758-7251

Fire
fireprevention@ci.salinas.ca.us
831-758-7261

Planning
currplanwebmail@ci.salinas.ca.us
831-758-7206

General Permitting Q’s:
epermit@ci.salinas.ca.us
Phone: (831) 758-7251
Fax: (831) 758-7938