



**Pre-Approved ADU Building Permit Application Package Checklist**

Please see the Pre-Approved ADU Guidebook for detailed information on the items below:

		<b>Item</b>	<b>Required</b>	<b>Guidebook Page #</b>
<b>1</b>		Pre-Approved ADU Plans with all fillable fields completed	✓	10
<b>2</b>	Planning	Cover Sheet	✓	6-7
<b>3</b>		Property Site Plan	✓	5,9
<b>4</b>		Property's Grant Deed (All Pages)	✓	10
<b>5</b>	Building Permit Specialist	Energy Calculation Certificate of Compliance	✓	7,9
<b>6</b>		Photovoltaic System (defer submittal, completed before final inspections)	✓	
<b>7</b>		Truss Calculations (if needed)	✓	7-9
<b>8</b>		Soil Report (if needed)	✓	7
<b>9</b>		Gas Line Diagram	✓	7-9
<b>10</b>	Fire	Fire Sprinkler (if needed, deferred submittal)	✓ / D	10
<b>11</b>	Permit Technician	Hold Harmless Statement (signed by property owner)	✓	10
<b>12</b>		Building Permit Application	✓	7
<b>13</b>		Construction Demolition Form	✓	7
<b>14</b>	Engineering	Addressing Application and Exhibit	✓	-

Division Contact Information:

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

**Building Permit Specialist** 758-7251 askbuilding@ci.salinas.ca.us

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

**Permit Technician** 758-7251 epermit@ci.salinas.ca.us

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

To schedule an appointment in person, follow the link:

<https://kiosk.na4.qless.com/kiosk/app/home/193>

Or use the QR code: