

ADU/JADU SUBMITTAL GUIDE & CHECKLIST

*NEW - The State of California Department of Housing and Community Development (HCD) has updated the ADU Handbook to reflect the most recent legislation taking effect on January 1, 2025.

The handbook is a helpful resource that provides guidance to those seeking to build an ADU or JADU. Planning staff is also available to answer any questions. If seeking to legalize an unpermitted ADU under CA State Assembly Bill 2533, please see the AB2533 Substandard Housing Checklist for criteria.



Are you thinking about building a new Accessory Dwelling Unit (ADU) but don't know where to begin? This checklist may help answer questions you may have about your property and building an ADU.

Who can prepare the plans? Anyone may prepare plans for accessory buildings or structures as long as the intended design meets the conventional construction provisions of the CA Building Code (CBC). If the intended design does not meet the conventional provisions, then plans must be prepared by a licensed architect or engineer. When an architect or engineer prepares plans, the plan submittal package must include wet-stamped and wet-signed structural calculations to be submitted electronically.

INCOMPLETE ADU PLAN SUBMITTALS WILL NOT BE ACCEPTED

Check "Yes" or "No" to indicate that the information has been provided. If you believe an item is not applicable to your application, please indicate with "N/A".

INTERDEPARTMENTAL CRITERIA

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| While not required, City staff highly recommends obtaining a Planning clearance. This requires a site plan, elevations, and floor plan be completed. This review ensures your proposed ADU meets Development Code and Parking Standards. Easements: Does property have existing easements on the property? | YES | NO |
| <ul style="list-style-type: none"> • If not sure, contact Planning at planningcounter@santacruzca.gov • If "yes", the ADU's location and any related work shall not conflict, impair the use of, or are inconsistent with the purposes of the existing easement(s) • If "no", there are no easement considerations required. • For additional Planning Requirements and exemptions; see the <i>Accessory Dwelling Units</i> form on the Current Planning website. | | |

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| Flood Zone: Is the attached ADU located within a Special Flood Hazard Area or Floodway Area shown on the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Maps (FIRM)? | YES | NO |
| Is the cost of the attached ADU improvements equal to or greater than 50% of the current assessed value of the existing primary dwelling's structure? | YES | NO |
| <ul style="list-style-type: none"> • If "yes" to both, the project is subject to the floodplain management regulations specified in chapter 15.80 "Flood Damage Prevention" of the Morgan Hill Municipal Code. The project, at a minimum, shall provide finished floor elevations of the ADU and any of the ADU's support utilities/pads. Additional floodplain development requirements will be determined at Building plan review stage. • If "no", there are no floodplain development requirements. | | |

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| Wildland Urban Interface (WUI) : Is the proposed ADU/ JADU within the WUI Zone? | YES | NO |
| <p>Applies to all new construction and all new materials used for remodels and construction. Includes fire- or flame-resistant roofing material, roof vent coverings/screens, exterior siding, skylights, windows, doors and decks. Also applies to accessory structures on the same property. WUI Construction Requirements are to be done under 2022 California Fire Code, Chapter 49 & California Building Code, Chapter 7A.</p> <p>Please email the Fire Permit Technician to verify if your property is within the WUI Zone. You may also verify by property address by clicking HERE. Click "layer", select "planning" and click the "WUI" check box.</p> | | |

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| Is the existing property connected to City Sanitary Sewer? (See city water bill for sewer charges to verify) | YES | NO |
| <ul style="list-style-type: none"> • If "Yes", the existing Building Sewer is required to be 4" to support more than 3 water closets (toilets). • The existing sewer lateral's size, location, and condition should be checked during plan review or permit submittal. • The Department of Public Works may require inspection, upgrades, or a new sewer lateral if existing conditions are insufficient or if the new unit increases demand beyond the system's design capacity. • All work must adhere to the California Plumbing Code and local standards. Early coordination with the Building Division and Public Works is recommended to determine if any upgrades or special approvals are needed | | |

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| Erosion & Sediment Control BMPs: Is the ADU construction less than 1 acre of soil disturbance? | YES | NO |
| <ul style="list-style-type: none"> • If "yes", the project shall include the "Blueprint for a Clean Bay" in the building plans. • If "no", the project shall be required to develop a Stormwater Pollution Prevention Plan (SWPPP) and apply for Construction General Permit (CGP) coverage with the State Water Resources Control Board (SWRCB). | | |

Addressing:

New ADUs and JADUs will be required to obtain Addressing PRIOR to plan approval and permit issuance. Plans and permit application will require to be updated with newly assigned address. Contact Sr. Planner, Rina Zhou by phone 831-420-5104 or email Rzhou@santacruzca.gov

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| Does the existing main dwelling unit have Fire Sprinklers? | YES | NO |
| <ul style="list-style-type: none"> • If "Yes", the ADU is required to be fire sprinklered. | | |
| Does the attached ADU addition increase the structures total covered space (dwelling, garage, porches) to more than 3600 square feet? | YES | NO |
| <ul style="list-style-type: none"> • If "Yes" the entire structure (existing and proposed) will need to be fire sprinklered. | | |

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| Fire Separation: | Attached | |
| Is this an attached ADU/JADU to Primary Residence OR Garage Conversion to ADU/JADU? | YES | NO |
| <ul style="list-style-type: none"> • For either detached or attached, the interior partition walls separating the main residence and the new accessory dwelling unit shall have one-hour fire resistance rating and shall have a sound transmission class of not less than 50. | | |
| OR detached ADU/JADU within 5' from property line, including the eave overhang? | Detached | |
| <ul style="list-style-type: none"> • For any new structure, including ADUs and JADUs, where the exterior wall or projection (such as an eave overhang, walls, or soffits) is less than 5 feet from the property line, the California Building Code requires 1-hour fire-resistive construction for those walls and projections. | | |

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| | YES | NO |
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| Does the property have an adequate Electrical Service to support the additional electrical loads of the ADU? | | |
| <ul style="list-style-type: none"> • To find out: Please complete the <i>Single-Family NEC Electrical Load Calculations</i> form for the existing dwelling and the proposed ADU and include with your submittal documents. • If combined total loads exceed the Electrical Service size, the electrical service will need to be upgraded. Contact PG&E if an electrical service upgrade is proposed. | | |

| | YES | NO |
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| Project is required to comply with the California Green Building Code | | |
| <ul style="list-style-type: none"> • Include the <i>Construction Waste Management Plan (CWMP)</i> form from the Green Building Program homepage. | | |

| | YES | NO |
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| Project is required to comply with the California Energy Code | | |
| <ul style="list-style-type: none"> • Energy compliance forms shall be included in the plans. Contact an Energy Code Consultant or go online to Energy Code Ace for more information. | | |

| | YES | NO |
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| Any Construction or renovation to an existing structure whose work area covers 350 square feet or more will require to have the <i>Energy Efficient Renovation Requirements</i> form completed and included with plan documentation | | |

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SUBMITTAL REQUIREMENTS: All ADU'S must be designed and constructed to comply with the above items and the Detailed plans and documentation shall be submitted to show compliance with these requirements.

DESIGN CRITERIA: Building Codes: All ADU must be designed and constructed to comply with the most current edition of the California Building Standards Codes as adopted and amended by City of Santa Cruz Municipal Code. If you are unfamiliar with these requirements it is recommended you hire a Design Professional.

A typical Plan Set would include the following Plans and Documents:

- Building Permit Application Addressing Application
- Site Plan
- Construction Waste Management Plan
- Foundation Plan Soils Report (Geohazard Areas)
- Floor Plan
- Elevation Plan
- Section Plan
- Floor Framing Plan
- Roof Framing Plan
- Electrical Plan Elec Load Calc
- Structural Calculations (non-prescriptive design)
- Shear Wall Plan Structural Detail Sheets Truss Calculations
- CalGREEN Mandatory Measure Checklist Energy Compliance Forms