



ADU Requirements and Application Checklist

Are you thinking about building an ADU? The following checklists will help you understand county requirements, important considerations, and what to submit for your building permit application.

We are here to help. If you need help or have questions, please contact us at buildingweb@co.calaveras.ca.us. See Section C for additional contact information and resources.

You can also visit www.motherlodeadu.org for a free Guidebook and resources. Look at floorplans and photos, visit the [ADU Plans Gallery](#) to view and compare plans, or use the [ADU Calculator](#) to estimate costs.

A | Property and Project Information

Use this checklist to help you collect information about your property and understand if there are special issues to be aware of early in the process. You may need to follow up with departments or agencies about additional fees or permits.

Owner/Project Contact

Name:

Phone:

Email:

Parcel and Existing Property Details (Primary Residence)

Project Address:

Zoning Designation:

APN:

Total Acreage or Lot Size:

Elevation:

Height:

Number of Stories:

Existing Dwelling Square Footage:

Type of Construction:

Additional Parcel Designations:

- Fire Hazard Severity Zone:
 Geohazard or Landslide Zone
 Flood plain
 Historic District
 Septic System
 Snow Load
 Water Well
 Wildland Urban Interface (WUI)
 Williamson Act

Fire Sprinklers in Primary Unit: Yes No

Fire Alarm (manual/automatic): Yes No

Type of ADU and Specifications

Location on Lot (side, rear, front):

Type: Detached Attached Conversion Above Garage JADU LDRD Legalizing Existing Unit

ADU Square Footage:

Setbacks:

Height:

Special Site Circumstances to Address	Applicable	Complete
<p>Soil Study</p> <p>Geotechnical Engineers create soils reports to allow the proper foundation to be designed for your ADU project. If you are planning on an attached, or detached ADU or adding an extension to your existing house where a new foundation would be created, then you will likely need a Soils Study. Contact your jurisdiction for further details. If applicable, check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Utilities</p> <p>Requirements for well, septic, water, and sewer will depend on your project and property, some ADUs will require new connections or upgraded systems. Talk to Environmental Management and service providers about your capacity. If your property needs more capacity, check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fire Sprinklers and Alarms</p> <p>If you will be adding fire sprinklers or grid connected alarms (either for fire or police) check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Tree Removal</p> <p>If your project will require removal of commercial timber, contact CalFire for requirements. If applicable, check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parking Replacement</p> <p>In certain circumstances, if you remove existing parking from your property you will need to replace it. If applicable, then check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Electric Vehicle (EV) System</p> <p>If adding an EV system, check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other Site Improvements and Requirements</p> <p>If other requirements will be necessary, list below.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Other Agency Fees and Permits		
<p>Fire District Fees</p> <p>Depending on your project, you will be need to pay fees directly to your fire district.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School Fees</p> <p>Depending on your project, you will be need to pay school fees directly to your school district.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Impact Development Fees</p> <p>If 750 square feet or more, some portion (up to 100%) of the 'normal' impact fees are required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other Agency Fees</p> <p>Other agencies, such as PG&E, can levy substantial fees on ADU projects. Review the Mother Lode ADU Guidebook on our website for information about fees other agencies may charge.</p>	<input type="checkbox"/>	<input type="checkbox"/>

B | Building Permit Application Checklist

This checklist will help you know what to submit for your building application. Homeowners are encouraged to hire a licensed architect, designer, or builder to draw up plans and prepare the application. For more information on hiring a team, download the free Mother Lode ADU Guidebook at www.motherlodeadu.org.

What to Submit	Complete
Permit Application Form	<input type="checkbox"/>
Multiple Sets of Plans Plan sets typically include a north arrow, building and setback dimensions, scale of plans, size of project, owner name and contact info, designer name contact info, etc.	<input type="checkbox"/>
Plot Plan	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>
Exterior Building Elevations	<input type="checkbox"/>
Foundation Plan	<input type="checkbox"/>
Roof Framing Plan	<input type="checkbox"/>
Cross Sections	<input type="checkbox"/>
Construction Details	<input type="checkbox"/>
Design Criteria for Calaveras County Based on CA Residential Code R301	<input type="checkbox"/>
Electrical Load Worksheet	<input type="checkbox"/>
PG&E Electric Meter Location Approval	<input type="checkbox"/>
Water Well Capacity Report (if applicable)	<input type="checkbox"/>
Residential Fire Sprinkler Plans (if applicable)	<input type="checkbox"/>
Additional Engineering projects >3600 feet elevation (if applicable)	<input type="checkbox"/>
Calculations (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Title 24 State Energy Compliance Documents <input type="checkbox"/> Electric Vehicle Station <input type="checkbox"/> Structural Engineering Calculations <input type="checkbox"/> Geotechnical or Soils Reports 	<input type="checkbox"/>

What to Submit	Complete
----------------	----------

Permits and Fees Paid (if required)

- Planning/Zoning Permit Fees
- Building Permit Fees
- Address Assignment Fee
- Conditions of Approval Fees (for projects that require a variance or other special consideration)
- Water Enhancement Fee (all new dwellings 1,000 feet or more from a fire hydrant)
- Encroachment Permit from Public Works
- Grading Permit from Public Works
- Septic Permit from Environmental Management Agency
- Well Permit from Environmental Management Agency
- Other Impact Fees (like Road Impact Fees for ADUs 750 square feet or more)
- School District Fees
- Fire District Fees

C | Contact Information and Resources

Building Department | building code, inspections, and permits

209-754-6390, buildingweb@co.calaveras.ca.us

Planning Department | zoning, setbacks and land use

209-754-6394, email use this form www.calaverasgov.us/Feedback/Planning-Department

Environmental Management Agency | well and septic

209-754-6399, email using this form www.calaverasgov.us/Feedback/Environmental-Management

Public Works Department | encroachment, permits, drainage, and grading

209-754-6401, email using this form www.calaverasgov.us/Feedback/Public-Works

Agricultural Department | Williamson Act contracts

209-754-6504, <https://ema.calaverasgov.us/Agriculture>

Calaveras County Fire Prevention | fire inspections, fire districts

(209) 754-6390, <https://fireprevention.calaverasgov.us/>

Public Web Viewer | look up information about your property

<https://gisportal.co.calaveras.ca.us/portal/apps/webappviewer/index.html?id=6e2681937019448b8f4e761b22d11a6e>

Online Permit Services Website | permit status and schedule inspections

<https://calco-trk.aspgov.com/etrakit/>

Single Family Dwelling Submittal Checklist and other forms from Calaveras County you may need through the ADU process <https://building.calaverasgov.us/Forms-and-Documents>