



ACCESSORY DWELLING UNIT (ADU) COMPLETENESS CHECKLIST

| General Requirements | |
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| Application | <p>Submit all of the items below and indicate which sheet numbers. Incomplete applications will not be accepted and will not be subject to State shot clock guidelines.</p> <ul style="list-style-type: none"> A. Fill out all fields of application form B. Sign application form C. Minimum plan size 22" x 17" D. Electronic PDF Copies (Three sets of plans, if hardcopies are submitted) E. Scope of work F. Description of use G. Building Code and Fire Code H. Separate application, plan set, and permit number required for ADUs I. Proposed ADU for <u>single-family</u> or <u>multifamily</u> (Select One) J. Separate ADU address required prior to rough framing inspection. |

| Architectural Standards | | New | Addition | Conversion |
|-------------------------|---|--------------------------|--------------------------|--------------------------|
| Site Plan | <p><u>Site Plan</u> (Sheet No. _____)</p> <ul style="list-style-type: none"> • Entire property with dimensions of lot boundaries, locations of existing and proposed improvements in relation to each other. • Off-street parking, driveways approaches, walkways, and sidewalk. • All rights-of-way (streets and alleys) • All easements (utility, creek, etc.) adjacent to or on property. • If property abuts SFPUC right-of-way. (Note: No structures or construction staging is allowed in SFPUC right-of-way) • Property adjacent to City & County of San Francisco Hetch-Hetchy right-of-way notification prior to submittal. • All improvements including existing and proposed buildings, trees, landscaping, paved area calculations and any other structures • Setbacks from property lines (Front, side, rear yard, distance from buildings, and creek setback, if applicable) • Show location of any mechanical equipment (ex. A/C) and setbacks • Identify if curbside improvements are existing (sidewalk, gutter, etc.). • Flood zone statement including reference to FEMA FIRM and base flood elevation, if applicable (see RWC GIS). (Note: Elevation certificate is required for new structures in Special Flood Hazard Areas.) • Hose pull diagram from where engine will park indicating all portions around the exterior of the ADU are within 150 feet by hose pull route. • Location and diameter of any trees. (Note: Tree removal permit required for trees with more than a 12-inch diameter) • North arrow and drawing scale. • Provide a 3" x 3" blank space on each page for City approval stamps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Floor Plan | <p><u>Floor Plans:</u> (Sheet No. _____)</p> <ul style="list-style-type: none"> Existing and proposed floor plans, fully dimensioned Smoke and carbon monoxide detectors in all sleeping rooms Label all rooms Occupancy separation required between the garage and living space, self-closing solid core door Attic access (22" x 30"; 30" headroom) Attic ventilation: 1 square foot ventilation per 150 square feet of attic area (1:300 if 50% of required ventilation is located a minimum 3' above eave or cornice vents) (1/4" corrosion-resistant metal mesh) Under-floor access (18" x 24") Under-floor ventilation: 1 square foot ventilation per 150 square feet of under-floor area Hinged shower door shall open outward, minimum 22" clear opening Minimum shower size: 1024 square inches, and accommodating a minimum 30" circle Fireplace, if gas provide model and listing information; no new wood burning fireplace | | | |
| Elevations | <p>Elevation Plans: (Sheet No. _____)</p> <ul style="list-style-type: none"> Show north, east, south, west elevation Indicate the building height and number of stories Label natural and finished grades Emergency escape and rescue windows Door landings required and illumination at all exterior doors Dimension building height Exterior material details, including exterior finish, siding, roof, wall, trim, and windows | | | Limited to area being converted |
| Structural Standards | | New | Addition | Conversion |
| Foundation | <p>Foundation Plan (Sheet No. _____)</p> <ul style="list-style-type: none"> Layout of foundation walls, footings and slabs w/ dimensions. Indicate footing dimensions, rebar, hold-downs, anchor bolts, and slab or raised floor details | | | N/A, if converting existing living space |
| Roof Plan | <p>Roof framing (Sheet No. _____)</p> <ul style="list-style-type: none"> Indicate rafter/ beam sizes and locations, roof sheathing and nailing pattern Roofing Material: Class B minimum Skylight: indicate framing details, location and listing (typically ICBO or ICC) | | | N/A |
| Construction Details | <p>Construction Section and Details (showing floor, wall and roof framing, and footings) (Sheet No. _____)</p> | | | |
| Civil Standards | | New | Addition | Conversion |
| Utility Plan | <p>Utility Plan (combined with the Site Plan if possible) (Sheet No. _____)</p> <ul style="list-style-type: none"> Existing utility mains and services/laterals serving the parcel, including pipe size and material (<i>request a utility map from ENG</i>) | | | N/A for existing living space |

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| | <ul style="list-style-type: none"> Identify the existing and proposed location, material, and size of on-site utilities including sewer, water, storm drain, electrical, gas, and communications, and appurtenances (clean-outs, area drains, boxes, hose bibs, etc.). If connecting to the existing storm and sewer lines, verify there is sufficient fall and capacity for the connections. Location of backflow preventers and pressure reducers as needed If fire sprinklers are required, provide the following: <ol style="list-style-type: none"> Layout of fire sprinkler system Water meter application form for service upgrade, if needed Fire flow test report (coordinate through Engineering) <i>Note that an encroachment permit is required for service/lateral upgrades in the right-of-way</i> | | | |
| Grading & Drainage | <p>Plot and Finish Grading Plan. (Sheet No. _____)</p> <p>City Engineering Standards Vol. III Part II . Section E contains information regarding the City of Redwood City Stormwater Pollution Prevention Program – Drainage Guidelines for Residential Development</p> <ul style="list-style-type: none"> Existing and proposed surface drainage pattern, including spot elevations and slope arrows as needed to provide sufficient detail. Existing and proposed drainage systems (inlets, pipes, junction boxes, etc.) Proposed run-off control measures including detention (see Redwood City Residential Drainage Guidelines) <i>Note that hydrology and drainage calculations are required for compliance with residential drainage guidelines.</i> Reference to landscape and irrigation plans where applicable. | | | N/A |
| Stormwater | <p>Stormwater Management Plan (combined with Grading and Drainage Plan if possible) (Sheet No. _____)</p> <ul style="list-style-type: none"> Tabulate amount of pervious and impervious areas Delineate drainage areas <i>Note that projects that have existing requirements for treatment within the site are also subject to Provision C.3 of the Municipal Regional Permit requirements</i> Plans shall be in conformance with the Grading and Residential Drainage Guidelines <p>Stormwater Best Management Practices (BMP) (Sheet No. _____)</p> <ul style="list-style-type: none"> Attach copy of San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) BMP sheet <p>NPDES Permit Compliance for construction and new development and check lists (See Engineering) (Sheet No. _____)</p> | | | N/A |
| Fire Standards | | New | Addition | Conversion |
| Fire Flow | <p>Available fire flow at 20 psi residual and distance to closest fire hydrant. (Sheet No. _____)</p> <ul style="list-style-type: none"> Need to obtain Fire Flow Test from Engineering division <p>Require fire flow from Appendix B of the California Fire Code. (Sheet No. _____)</p> <ul style="list-style-type: none"> Minimum fire flow 1000 GPM at 20 psi residual pressure required <p>Distance from property line to nearest fire hydrant</p> | | If addition above 50% of ex. sf or 1000sf | N/A |

| Miscellaneous | | New | Addition | Conversion |
|----------------|---|-----|----------|------------|
| Reports | <ol style="list-style-type: none"> 1. Structural Calculations – 2 sets 2. Title 24 Energy Compliance Forms : Form CF-1R and MF-1R (required for all habitable or “conditioned” space) - 2 sets 3. Job Specifications – 2 sets (Ex. 2016 Building Code, 2019 CRC etc.) 4. Fire Sprinkler Plan, if applicable – 2 sets 5. Tree Removal Permit, if removing a tree 12” in diameter or greater 6. Geotechnical Soils Report may be required based on site conditions – See Engineering (Ex. hillside or bay mud) 7. Standard construction BMP Plan 8. Identify if site is located in a Wildlife Urban Interface (WUI) area. 9. Surveys are required for structures within 5 feet of property line <ol style="list-style-type: none"> a. Boundary Survey: May be required based on location of proposed structures in relation to creeks, easements and the property boundary - See Engineering b. Topographic Survey: May be required based on relationship to creeks and extent of grading - See Engineering | | N/A | N/A |
| | | | N/A | N/A |
| | | | N/A | N/A |

Notes

- Schedule pre-site inspection after obtaining building permit number.
- Fire sprinklers will be required for new ADUs, if sprinklers are located in the primary dwelling.
- Project will have to demonstrate sufficient water supply to the site and adequate 150’ hose pull.
 - Request a [fire flow test](#) with Engineering
- Fire rated assemblies (wall/partition, floor, ceilings) are required for fire separation between units.
- Individual air access and temperature control is required for each unit. (ASHRAE Standard)
- Adding a new ADU does not change the occupancy type for either single-family or multi-family structures.
- FEMA floodplain requirements for foundations apply to ADUs, including conversions.
- Subject to WELO if project involves over 1000 sq. ft. of landscaping area.
- School District notification required. (Note: The City is required to have ADU recorded with the school district. The school district may have the right to collect school impact fees. This decision is independent from the City). Applicant shall provide school district confirmation prior to permit issuance.
- Any project over \$50,000 valuation is required to complete a Construction and Demolition recycling form.
- ADUs less than 750 sq. ft are not subject to development impact fees.
- If an ADU is constructed with a new single family dwelling: Water Capacity Charge and Wastewater Treatment Capacity Charge apply. Calculated fees are proportional to size of ADU in relation to the square footage of the primary dwelling.
- For an ADU 750 square feet or more: Parks Impact Fee, Transportation Impact Fee, Water Facilities Fee and Wastewater Facilities Fee apply. Calculated fees are proportional to size of ADU in relation to the square footage of the primary dwelling.