

Plan Submittal Checklist – ADU

1/1/2024

Submittal Standards

Plan Review Timelines; Allow a minimum of (10) **ten** business days for the first plan review and (5) **five** business days for all other subsequent reviews. Please allow an additional 24-48 hours for processing.

Fees: It is recommended that you contact the Building Safety & Inspections department for all applicable costs. Please see fee request in the link provided; [Residential Fee Quote Worksheet](#)

Application Form; The Application for a Permit is available online at: <https://www.elkgrovecity.org/building-safety-inspection-permits/building-forms-handouts-and-featured-articles>. For your records, please save this document.

Online Electronic Submittal Required; All plans, supporting documents, and building permit application shall be submitted electronically using this link. <http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

Process

Once the application/permit has been approved, you will be contacted by a permit technician by email regarding outstanding items required prior to plan review/ permit issuance. The appropriate party will need to pay the final fees. Once the building permit is issued, the approved plans will be emailed to the responsible party and construction can start.

- All documents and/or plans submitted for electronic plan review must be in pdf format and unprotected to ensure proper building department stamping.
- Each document type such as plan sets, truss calculations, energy forms, etc. must be uploaded as a separate file. Please see instructions using this link <https://www.elkgrovecity.org/sites/default/files/city-files/Departments/Building/Forms/2022%20Forms%20and%20Handouts/Electronic%20Plan%20Review%20Policy.pdf>

Required at Submittal

- City of Elk Grove Permit Application:** Completed and signed. Please see link above
- Site Plan** drawn to scale that include:
 - a. Property line dimensions including the north arrow and scale (Exp. 1/4, 3/16, 1/8 inch per foot)
 - b. Location of all buildings and structures on the parcel that show the minimum separation distance(s) between the ADU and surrounding structures and property line(s).
 - c. Please indicate if any trees and tree types are being removed for construction of the ADU
 - d. Fire separation requirements to property lines and existing structures (Ext. Walls, Projections, Openings and Penetrations of Exterior Walls). California Residential Code R302
 - e. Location of public and/or private utilities, (Sewer, Water, Electricity, and Gas). Easement locations
 - f. Location and ampacity of the existing Main Electrical Service Panel at residence.
- Building plans**
 - a. Sheet Index that matches the plan sheets and building plans to scale (Exp. 1/4, 3/16, 1/8 inch per foot)
 - b. Occupancy classification(s).
 - c. Fire Suppression System. Y/N?
 - d. Applicable Building Codes, (California Building, Residential, Mechanical, Electrical, Plumbing, Cal Green Energy, Fire and City of Elk Grove Municipal Codes).
 - e. Fully dimensioned floor plan that shows all rooms. Include window and door types and sizes.
 - f. Exterior Elevations to scale in the North, South, East, and West directions that illustrate the roofing covering material and slope, exterior wall covering material(s), and building height.

- g. Cross Section Plan Views in the transverse and longitudinal directions that illustrate the foundation, interior and exterior walls, beams, ceilings, (or vaulted assemblies) attic spaces, and roof rafters, (or pre-manufactured trusses).
- Electrical Plans** that include:
- Location and ampacity of panelboard, (Metered or Sub-panel).
 - Electrical Load Calculations Worksheet for each residence unless the panelboard has a meter socket.
 - Electrical Symbols Plan Legend.
 - Interior and exterior receptacle outlets and AC Disconnect(s).
 - Interior and exterior lighting fixtures and wall switch outlets.
 - HVAC equipment, (Forced Air Unit, Air Handler(s), Heat Pump, Condenser, and AC Disconnect(s)).
- Plumbing Plans** that include:
- Size and location of existing sanitary sewer lateral serving the residence.
 - Sewer lateral size, location, and point of connection serving the ADU.
 - Two-way cleanout to grade.
 - Size, length, and location of existing water supply distribution pipe serving the residence.
 - Size, length, and location of water supply distribution pipe serving the ADU and point of connection, unless the building has its own meter.
 - Location of the water heating appliance.
 - Single-line isometric drawing of the gas piping system that includes the BTU rating of each appliance, material type, length of each branch and pipe drop if the accessory dwelling unit is supplied with fuel gas. California Plumbing Code, Section 1215.2.
- Title24 Energy Compliance Documentation** registered with an approved data registry. Additional information is available via the following link: www.energy.ca.gov
- Submit the required list of Low-Rise Mandatory Measures Summary as outlined in the California Energy Code and incorporate in the plans.
- Structural Plans** that include:
- Design loads, (Roof Live 20 psf. Dead 20 psf; Floor 40 psf. Bedrooms 30 psf; Wind Loads 93 mph; Seismic Design Category D; Soil Bearing Pressure 1,500 psf; Exposure C).
 - Roof Framing details or a signed sealed engineered truss design package.
 - Location of all shear walls, transfer, and connections, (engineered design). Location of all braced walls, transfer, and connections, (prescriptively designed out of the California Residential Code or California Building Code for Conventional Light- Frame Construction).
 - Foundation plan that includes foundation size, rebar reinforcement placement, stem wall, slab on grade etc.
- Structural Calculations** for vertical and lateral loads needed if a California licensed architect or engineer has provided the design. If premanufactured trusses are installed, please provide the Truss acceptance letter from the engineer.
- Solar Photovoltaics.** Once the permit has been approved and issued by the City of Elk Grove, the solar submittal must be submitted separately for plan review. The solar permit will be issued separately from the accessory dwelling unit permit and the installation must be completed prior to a final building inspection.

Additional Department Approvals- Forms will be provided after plan submittal for the various agencies listed

- **Consumnes Fire Department-** A separate review and approval letter must be obtained from the CSD Fire Department prior to permit issuance. CSD is located at 10573 E. Stockton Blvd. Contact number **(916) 405-7100** or visit their website at; www.cosumnescsd.gov/471/Fire-Prevention-Division
- **Sacramento County Environmental Health Department** approval is required for buildings served by wells and/or septic systems. Please contact their office at **(916) 875-8550** or by email at EMDinfo@saccounty.net to obtain plan approval prior to submitting.
- **Elk Grove Unified School District** collects Developer Fees for new residential construction; Please contact their office at **(916) 686-5085** for additional information.
- **The County of Sacramento** collects infrastructure, water and sewer fees for new construction. Please contact **Technical Resources** at **(916) 874-6851** and **Regional Sanitation** at **(916) 876-6100** for additional information or by visiting their website at www.saccounty.gov.