



CITY OF SAN RAMON

Planning Services Division
7000 Bollinger Canyon Road
San Ramon, CA 94583
Telephone: 925.973.2560
Fax: 925.830.0100

Building and Safety Division
7000 Bollinger Canyon Road
San Ramon, CA 94583
Telephone: 925.973.2580
Fax: 925.830.0100

ACCESSORY DWELLING UNITS (ADU) - SUBMITTAL CHECKLIST

The following items are required prior to issuance of a building permit for construction of an ADU. Please review this list with the Planning Services Division and Building and Safety Division to confirm specific requirements and to determine if additional information or other applications are required.

Required Plan Submittal:

- **Plan Sets:** a) Three (3) sets of full size plans. Plans shall not be larger than 39"x 42"
b) One set of 8 ½ in. x 11 in. reduction of each plan
- **Scale:** Drawn to a scale of at least 1/8 in. = 1 ft. for architectural plans and 1 in. = 40 ft. for engineering plans
- **All Plans:** Fully dimensioned and include a north arrow, graphic scale, site address, and date. All plans must be collated, stapled, and folded

Submittal Checklist:

- 1. Building Permit Application Form.** Include signature(s) of the legal property owner(s) and applicant.
- 2. Building Permit Fee.** Check with Building Division for fee. We accept cash, credit cards (Visa and MasterCard) or checks (make check payable to City of San Ramon).
- 3. Location Map.** Indicate the subject parcel and adjacent streets.
- 4. Address Assignment Form.** Include signature(s) of the legal property owner(s) and applicant.
- 5. Written Statement.** Describe the ADU in detail, including proposed square footage, number of bedrooms, and proposed parking area.
- 6. Floor Plans.** Plan shall be fully dimensioned and should show exterior doors, windows, and design of interior space and square footage.
- 7. Building Elevations.** Show all elevations with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk, and appearance of proposed buildings and structures.

- 8. Site Plan.** Plan shall be fully dimensioned and shall include:
 - a) Legal Boundaries: Boundary lines, easements, etc.
 - b) Buildings and Structures: Show all the outside walls and indicate the use of all existing and proposed buildings and structures.
 - c) Topography: Topography of the land with 1-foot contour lines for land with a slope of 5% or less and 2 foot contours for land over 5%. Show faults, flood zones, and slide areas.
 - d) Features: Building appurtenances and features, including balconies, decks, stairs, roof lines, etc.
 - e) Setbacks: Minimum proposed setbacks from property lines.
- 9. Energy Calculations (on plans)**
- 10. Electrical plans**
- 11. Mechanical plans**
- 12. Plumbing plans**
- 13. Wet signature of preparer**

Other Agencies that Need to be Contacted:

1. Sanitary District (*Plans shall be stamped by one of the following agencies prior to submittal, for all new additions or alterations*)

a) Central Contra Costa Sanitary District
5019 Imhoff Place, Martinez Phone: 228-9500

or

b) Dublin San Ramon Services District
7051 Dublin Blvd, Dublin Phone: 828-0515

2. San Ramon Valley Unified School District (*Additions over 500 sq. ft.*)

699 Old Orchard Dr., Danville

a) Laura Cahalen Phone: (925) 552-2944

or

b) Julie Bollenbach Phone: (925) 552-2906

3. San Ramon Valley Fire Protection District

1500 Bollinger Canyon Rd., San Ramon

Phone: (925) 838-6600