



SECONDARY DWELLING STOCK PLANS - PROCESS

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

To learn more about this program, read the following steps that are needed to get the free Secondary Dwelling house plans.

1. **CALL** - Call the County Planning Department (805-781-5600) and ask to speak to a Planner in the Permit Center to find out if your property qualifies for a Secondary Dwelling (most do). You may also come to the Permit Center (8:30a.m. – 4:30 p.m. M-F) to speak to someone in person. Have your address or assessor's tax parcel number available when you speak to the Planner.
2. **PICK OUT A PLAN** - If you find out that your property is eligible for a Secondary Dwelling, look over the 11 available plans on the department website to see which one you like and whether it would fit your parcel. Plans may not be modified.
3. **APPLY FOR A BUILDING PERMIT** – You must apply for a building permit for a Secondary Dwelling to obtain a free set of plans. Construction Permit application forms are available on-line by [clicking here](#) or at the Planning and Building Department Permit Center. Complete the form and a detailed site layout plan – see below for site plan content. Please bring 5 copies of site layout plan on 11"x17" paper. Upon review of the Construction Permit application staff will determine the completeness of your application, how much the building permit fee will be, and if any additional information is needed. If everything is in order, you will make an initial payment toward the building permit. Permit fees for stock Secondary Dwelling plans are reduced.
4. **SITE VISIT BY BUILDING DEPARTMENT** – A building inspector will go to your property to verify conditions indicated on your Site Layout Plan. If additional information is needed you will be contacted by a Building Permit Technician.
5. **HAVE PLAN COPIES MADE** – After your site plan is approved, you will receive authorization from staff to have the plans for your chosen house copied at one of the approved photocopy print companies. At the photocopy print company, tape the approved Site Plan onto the "Title Sheet" – this is the first sheet in the building plan set. Request that **two** full sets of the plan you have selected be made.
6. **RETURN TO THE PLANNING DEPARTMENT** – After copies are made, bring both sets with you to the Planning and Building Department Permit Center. The Building Permit Technician will join the plans with your building permit application.
7. **PAY IMPACT MITIGATION FEE** - Prior to issuance of the permit, you may need to pay certain impact mitigation fees that are beyond county building fees for such things as school or traffic impacts.

8. PERMIT ISSUANCE – If no other requirements are needed your permit is now ready for issuance. Upon final payment of any remaining building permit fees, your building plans will be stamped “approved” and you are ready to go!

SITE LAYOUT PLAN CONTENT:

- Prepare the Site Plan to scale and indicate a North arrow.
- **Vicinity map** - this is used by the building inspector to locate your property (8-1/2” x 11”) Please be very ACCURATE !
- Property lines, any fronting street(s), alleys, and access easements.
- Existing and proposed grades with contour lines drawn at 2’ minimum (1’ contour preferred), spot elevations, finish floor elevations, drainage pattern
- Footprint with dimensions of all existing and proposed buildings and driveways
- Location and size of existing and proposed utility easements (when applicable)
- Distances between all existing and proposed structures and between all structures and the exterior property lines
- Location of proposed and existing wells (w/ pump test) and septic systems (w/ percolation test)
- Proposed location of required parking