



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

BLD-1062
08/18/2026

Unpermitted-Accessory Dwelling Unit (ADU)
Construction Permit Submittal Requirements

In accordance with Assembly Bill (AB) 2533, this checklist is intended to assist homeowners seeking to legalize an existing Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) that was constructed prior to January 1, 2020.

Please use the checklist that corresponds to your existing ADU or JADU:

- (A) An ADU or JADU built within an existing permitted structure.
- (B) An ADU or JADU located within an existing permitted structure that includes an unpermitted addition and/or increase in square footage.
- (C) An ADU or JADU located within a structure that was not previously permitted.

Please Note: If your ADU or JADU is built within a previously permitted structure before submitting a permit application, homeowners may obtain a confidential third-party code inspection performed by a California-licensed Professional Engineer or Licensed Contractor. This optional inspection can help evaluate the unit's existing condition and identify potential building improvements that may be necessary before submitting a permit application.

To begin the permit review process, please schedule an appointment to submit the construction [permit application](#) (BLD-1038), checklist and construction documents

[No Wait Inside County of San Luis Obispo.](#)

Initial Review	30 Business Days
Subsequent Reviews	15 Business Days

Incomplete Submittals will not be accepted. Check each box under "Applicant" to indicate that the information has been provided.

If you believe an item is not applicable to your application, please indicate with "N/A"

Please complete and submit the applicable checklist and the following materials with your application:

Applicant	County Staff	Required Items for all AB2533 PRE2020 Construction Permits
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_____	_____	ADU Documentation: Verification that ADU was existing prior to Jan. 1, 2020 Examples include: Signed rental contract, lease agreement, etc.
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| _____ | _____ | Proof of Ownership (If purchased within the last year).
Examples include: A copy of a cgrant deed indicating ownership. |
| _____ | _____ | Project Plans Requirements: Please refer to County Building Permit Checklist (Form-BLD-1063A, BLD-1063B or BLD-1063C according to your ADU or JADU). <ul style="list-style-type: none"> • If an ADU or JADU is connected to a septic system, all required documents as outlined in (BLD-1065) Pre-2020 ADU Onsite Wastewater Treatment Systems - Submittal Requirements form shall be submitted. |
| _____ | _____ | Consent Of Landowner Form. If you are acting on behalf of the property owner, you must submit a signed Consent of Landowner Form . |
| _____ | _____ | Licensed Professional or Contractor Information. Include the licensed professional or contractor as a contact on the application. If the permit will be signed, issued without a contractor, an Owner-Builder Form is required. <ul style="list-style-type: none"> • A licensed professional or contractor is required to submit a current license number prior to building permit application. Please ensure your licensed professional and/or contractor has applied and receives this document prior to application. |
| _____ | _____ | Permit Review and Inspection Fees. Fees are due upon submittal. Impact fees or connection or capacity charges are waived, <u>except</u> when utility infrastructure is required to comply with HSC standards <u>and</u> when the fee is authorized under Government Code section 66324. Payments can be made via the PermitSLO online payment system, by US mail, drop-off, or in person (check or credit with the exception of AMEX.) |
| _____ | _____ | Construction Permit Application. A completed application is included. |

If you have any questions regarding this form or are uncertain if a specific requirement applies to your project, please contact staff at (805) 781-5600 or visit the following Contract ink: [Contact](#).

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PLEASE NOTE:

Please read carefully before signing this application. Submission of this application does not imply approval by the Planning and Building Department.

Applicant / Contractor / Authorized Agent: By signing this application I certify that the information provided is accurate to the best of my knowledge. I agree to allow the County to duplicate and distribute plans to interested persons as the county determines necessary for the processing of the application.

Applicant/Contractor/Authorized Agent			
Name	Phone Number	License No. / Class	
Mailing Address	City	State	Zip Code
Email			

Property Owner Authorization: By signing this application I certify that I am:

- the legal owner of the property that is the subject of this application,
- that I have read this completed application and attached materials, and
- consent to its filing.

I also agree to allow the County to duplicate and distribute plans to interested persons as the county determines necessary for the processing of the application.

I certify and declare under penalty of perjury under the laws of the State of California that the answers furnished above, and in the attached exhibits, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Property Owner / Entity granting consent:			
Name	Phone Number	License No. / Class	
Mailing Address	City	State	Zip Code
Email			

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Agreement To Pay Application Fees I/(we) hereby agree to pay all personnel and related direct and indirect costs associated with the review and processing of this building permit application for the subject property, as requested by the Planning and Building Director or their designee. Direct costs include, but are not limited to : review of construction documents for compliance with applicable building, mechanical, electrical, plumbing, fire, energy, and accessibility codes by relevant County Departments; communications with the applicant/property owner/architect or engineer; coordination with outside consultants (if applicable); plan check services; inspections and any other necessary tasks to ensure compliance with local, state, and federal regulators.

I/(we) hereby certify that the information provided on forms, plans, and supporting materials submitted with this building permit application is true and accurate to the best of my / (our) knowledge. I/(we) understand it is our responsibility to notify the County, through the assigned plan checker or staff member, of any changes to the submitted information, if there are multiple property owners, by signing below, I/(we) acknowledge that I/(we) have received authorization to act on behalf of all other owners.

Owner, Applicant, Contractor, Agent or Entity Agreeing to Pay Fees:			
Name	Phone Number	License No. / Class	
Mailing Address	City	State	Zip Code
Signature of Property Owner			

The inspections listed in the substandard housing checklist are **minimum requirements**. To ensure adequate safety, it is recommended the homeowner hire a California Licensed Engineer to perform the third-party inspection.