



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

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

PLEASE NOTE: BEFORE SUBMITTING AN APPLICATION FOR A PERMIT, THE HOMEOWNER MAY OBTAIN A CONFIDENTIAL THIRD-PARTY CODE INSPECTION FROM A LICENSED PROFESSIONAL ENGINEER OR CONTRACTOR TO DETERMINE THE UNIT'S EXISTING CONDITION OR POTENTIAL SCOPE OF BUILDING IMPROVEMENTS.

Please complete and submit the following materials with your application:

SCHEDULE AN APPOINTMENT TO SUBMIT APPLICATION: 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".

APPLICANT	County STAFF	REQUIRED ITEMS FOR ALL AB 2533 – PRE-2020 CONSTRUCTION PERMITS
<input type="checkbox"/>	<input type="checkbox"/>	COMPLETED SUBSTANDARD HOUSING INSPECTION CHECKLIST (HSC §17920.3; attached). You must complete the substandard inspection checklist and submit the form to Planning and Building Department.
<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP (IF PURCHASED WITHIN THE LAST YEAR). Examples include: A copy of a recent Title Report (within the last 12 months), closing statement, or a property tax bill indicating ownership.
<input type="checkbox"/>	<input type="checkbox"/>	PROJECT PLANS. Site Plan, Floor Plan and elevations in compliance with the County Building Permit Checklist (Form-BLD1063) <ul style="list-style-type: none">If ADU is connected to septic a septic verification form (BLD-1019) completed by a qualified licensed C-42 contractor will be required.
<input type="checkbox"/>	<input type="checkbox"/>	CONSENT OF LANDOWNER FORM. If you are acting on behalf of the property owner, you must submit a signed Consent of Landowner form
<input type="checkbox"/>	<input type="checkbox"/>	LICENSED PROFESSIONAL OR CONTRACTOR INFORMATION. Include the licensed professional or contractor as a contact on the application in PermitSLO. If the project will be built without a contractor, an Owner-Builder Form is required. <ul style="list-style-type: none">Licensed professional or Contractors is require to submit a current license prior to building permit application. Please ensure your licensed professional and/or contractor has applied and receives this document prior to application.
<input type="checkbox"/>	<input type="checkbox"/>	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

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authorized under Government Code section 66324. Payments can be made via the [PermitSLO](#) online payment system, by US mail, drop-off, or in person (cash or credit with the exception of AMEX).

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 via email to [Contact](#)

OWNER/APPLICANT AUTHORITY TO FILE APPLICATION

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

APPLICANT/REPRESENTATIVE: 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 it determines is necessary for the processing of the application.

Signature

Date

Print Name

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 and that I have read this completed application and attached materials and consent to its filing. I agree to allow the County to duplicate and distribute plans to interested persons as it determines is 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.

Signature

Date

Print Name

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

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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; and any other necessary tasks to ensure compliance with local, state, and federal regulations.

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 or authorized agents, by signing below, I/(we) acknowledge that I/(we) have received authorization to act on behalf of all other owners or agents.

Signature

Date

Print Name

*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.*