

**Pre-Reviewed ADU Site-Specific Checklist for Building Permit Submittal**

<p><b>Electronic Submittal</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> One (1) upload of the plans listed below</li><li><input type="checkbox"/> One (1) copy of supporting documentation</li><li><input type="checkbox"/> A completed Construction Permit Application <a href="#">Construction-Permit-Application-Complete-Package.pdf</a></li></ul>
<p><b>Title Page/Project Date</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Street address/assessor parcel number</li><li><input type="checkbox"/> Owner's name and address</li><li><input type="checkbox"/> Scope of work statement</li><li><input type="checkbox"/> Square footage summary</li><li><input type="checkbox"/> Wildland Urban Interface zone (WUI)</li><li><input type="checkbox"/> Sheet Index</li><li><input type="checkbox"/> Date on each sheet</li></ul>
<p><b>Site Plan</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Property boundaries with corners &amp; dimensions of parcel including fronting streets, alleyways</li><li><input type="checkbox"/> North Arrow, scale, and legend</li><li><input type="checkbox"/> Proposed structure(s)</li><li><input type="checkbox"/> All existing structures w/use and permit numbers</li><li><input type="checkbox"/> Setbacks, distance to property lines and other structures</li><li><input type="checkbox"/> Distances between well(s), septic tank, leach field and creeks, streams, rivers, or lakes</li><li><input type="checkbox"/> Site drainage</li><li><input type="checkbox"/> Contours (2' min) or spot elevations</li><li><input type="checkbox"/> Building footprint &amp; Finished Floor Elevation</li><li><input type="checkbox"/> Existing on-site trees</li><li><input type="checkbox"/> Site utility locations: water &amp; sewer lines, water tanks, septic lines, waterways and site drainage</li><li><input type="checkbox"/> Driveways/parking areas dimensioned, with existing/proposed gravel or paving areas</li><li><input type="checkbox"/> Impervious surface total (i.e.: hard surfaces such as driveways, rooftops, walkways, etc.)</li></ul>
<p><b>Grading/Civil</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Existing &amp; proposed contours</li><li><input type="checkbox"/> Grading cross-section</li><li><input type="checkbox"/> Amount of cut &amp; fill (cubic yards)</li><li><input type="checkbox"/> Area of site disturbance</li><li><input type="checkbox"/> Grading notes</li><li><input type="checkbox"/> Soil reports recommendations</li><li><input type="checkbox"/> Septic system location and details</li><li><input type="checkbox"/> Erosion control/BMPs/stormwater/LID</li></ul>
<p><b>Supporting Documents</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> In Stormwater Management Area – Stormwater Control Plan</li><li><input type="checkbox"/> Stormwater Control Plan Application, PCR Waiver Request Form</li></ul>
<p><b>Separate Permit Submittals</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Fire Sprinkler Plans and calculations (application requires a complete set of plans and hydraulic calculations)</li><li><input type="checkbox"/> Photovoltaic/Solar Plans and calculations</li><li><input type="checkbox"/> OWTS (Onsite wastewater system)</li></ul>