



## **MINIMUM PLAN SUBMITTAL REQUIREMENTS**

### **Residential Accessory Dwelling Units (ADU)**

Applications for Accessory Dwelling Unit building permits require plans and supporting documents. Your electronic submittal should include plans and documents (structural calculations, Title 24 compliance and other supporting documents such as truss calculations, electrical service load calculations, etc.) must be provided. All plans shall be drawn on a minimum size of 11" X 17" sheets and with a minimum scale of ¼" per foot. The site plan may be 1/8" per foot. Plans and specifications shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all applicable codes and all relevant laws, ordinances, rules and regulations.

#### **All plan sets shall include the following:**

1. Title Block: Must contain the name of owner(s), address of project and assessor's parcel number as well as noting that "All construction, regardless of details on plans, shall comply with the current code cycle for the following codes: California Building Code, California Residential Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Building Energy Standards, and Green Building Standards." Note on plans if main dwelling unit is sprinklered.
2. Site Plan: Fully dimensioned, showing property lines, direction of drainage, streets, driveways and locations of all structures, easements, and any off-street parking. The ADU must have a separate exterior entrance and exit with a pathway leading to the street. This must be shown on the plans and a new pathway must show construction details for the path, retaining walls and guardrails, if needed
3. Floor Plan: Show the size and intended use of all rooms including required kitchen and bathroom. Show type, size and locations of all doors and windows (including emergency escape and rescue openings and safety glazing), smoke detectors, CO sensors, address numbers, furnace(s), water heater(s), electrical and gas service, and subpanels. For additions and alterations show an existing floor plan and provide details at all rooms adjoining addition or area(s) of alterations. Clearly delineate between existing and new conditions. A minimum of one required egress door, side hinged with minimum 32-inch opening width must be provided at this exterior exit and pathway per 2022 California Residential Code section R311.2. Any doors between the ADU into the existing dwelling unit must be minimum 20-minute fire rated, self-closing and latching, with a keyed lock.
4. Elevations: Provide exterior elevations indicating general appearance, windows, doors, finishes, roof covering, etc. For additions and alterations show existing as well as new.
5. Structural Plans: Provide plans for foundation, floor framing, roof framing, and wall framing. Clearly show all structural connections. Provide details as needed. For additions and alterations, clearly show tie-in from new to existing.
6. All plans must contain the name and signature of the person who drew the plans. If the plans were designed by a licensed design professional, they must affix their stamp, signature, and current date of expiration. Business & Professions Code 5536.1. Digital signatures are allowed.
7. General: Provide details for any special features (e.g. stairs, graspable handrails, guardrails, roof ventilation, underfloor ventilation, attic access, underfloor access, and sound transmission control between residential units).
8. Specify and show on plans the separate heating system proposed to keep the ADU at a minimum of 68 degrees Fahrenheit year-round per 2022 California Residential Code section R303.9. Note: must show on plans any existing heating ducts/registers to ADU that are to be removed. The existing dwelling cannot transfer any air (return air) with the ADU, per 2022 California Mechanical Code section 311.4.
9. Green Building: All newly created dwelling units must submit CALGreen Checklist to the Building Division with any application for a Building Permit. See Town of Tiburon Municipal Code Section 13-4.9 for additional requirements.