

Preapproved ADU Plan Review Submittal Checklist

This checklist details initial plan review only submittal and the components of an application for Preapproved ADU plan review. These records will bear the MP-prefix. MP-records are not building permits, they are plan review only records. Only after the MP/ADU- is reviewed and approved can step two begin with application for building permit. These applications marry a specific parcel with a specified approved master/ADU preapproved design.

Plan Review Applications must be submitted electronically.

For information on Electronic Plan Check process see:

<https://www.cityofsacramento.gov/community-development/building/permit-services/electronic-plan-check>

Applicant		Initial Preapproved ADU Plan Review Submittal		City Staff	
Yes	No	Items		Yes	No

Zoning/Land Use Approval from the Planning Division:

☐	☐	The first step is to submit the ADU Plan Review via the Public Permit Portal to acquire Building Permit Submittal Clearance from the Planning Division by creating an <i>Online Planning Application (PLN)</i> record. Planning intake staff then reviews the submittal package and forwards it to the Building Division for review by automatically creating a <i>Building Submittal record (SUB)</i>		
--------------------------	--------------------------	--	--	--

ELECTRONIC PLAN CHECK* IS REQUIRED FOR ALL PLAN REVIEW SUBMITTALS AND RESUBMITTALS.

☐	☐	Submit electronically at: https://aca-prod.accela.com/sacramento/Default.aspx		
☐	☐	When the scope of your project necessitates, the following documents are required:		
		- Structural Calculations - Truss Calculations		
☐	☐	Minimum size and scale requirements for electronic plans:		
		- No less than 24" x 36" - Site and Civil Plans: no less than 1/8"=1'; all other plan sheets no less than 1/4"=1'		

Required Forms:

☐	☐	CDD-0454 – Preapproved ADU Plan Review Application		
--------------------------	--------------------------	--	--	--

Required Basic Construction Plan Features:

☐	☐	Cover Sheet shall include:		
		- Sheet Index - Designate the 2nd sheet of the set as follows: "Site Plan-must be incorporated into the plan set prior to submitting a building permit application." - Designate the last sheet in the set as follows: "Reserved for Solar-photovoltaic plans. To be incorporated as the last sheet(s) of the plan set prior to submitting a building permit application." - Detailed Description of Work - Declared Occupancy Group/Use for which the proposed work is intended (in the residential environment usually R3) - Building Type: All-Electric or Mixed-Fuel - Declaration of Designer or registered design professional signed stamp, if the plans are prepared by a registered design professional - Declaration of State and Local Building Codes & Cycle to which the plans are compliant		

Applicant		Initial Preapproved ADU Plan Review Submittal	City Staff	
Yes	No	Items	Yes	No
☐	☐	Architectural Plans shall include: - Floor plan: Use of each room or area labeled with its proposed use; dimensions, size/operation type of windows and doors, and ceiling height - Elevations: Full North, South, East, and West views - Sections: Longitudinal and Transverse - One plan sheet (or a supplemental plan sheet) that includes a floor plan and all elevation drawings with the contact information of the designer. This sheet will be posted on the City's Preapproved ADU Plans webpage.		
☐	☐	Structural Plans shall include: Foundation (with footing details), roof framing and ceiling framing (with ceiling joist and rafter sizes and spacing), floor framing (with joist size and spacing), braced wall/shear wall plans		
☐	☐	Electrical Layout Plans shall include: Switch locations, receptacles, and lighting locations scaled such that code compliance can be determined		
☐	☐	California Energy Code, Title 24, Part 6: California State Energy code requires the energy compliance documents be integrated into your plans. <u>The energy compliance report must be generated to accommodate all building orientations.</u>		
☐	☐	Cal-Green, Title 24, Part 11 compliance documents		
Photovoltaic Plans (may be either part of "preapproval" review or reviewed with building permit submittal set):				
☐	☐	Module layout and PV equipment locations, One line diagram, location and amperage of main electrical service panel and bus-bar rating		
☐	☐	Specification sheets for all PV equipment – modules, inverters, optimizers, racking, etc. Required labels and data required by 2022 CEC 690.53 and 690.54 Module attachment details		
<i>Full plan review fees will be charged initially for each Plan Review Record submitted for review.</i>				