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PLAN REVIEW SUBMITTAL CHECKLIST – ACCESSORY DWELLING UNIT (ADU/JADU)



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www.stocktonca.gov/buildinginspection

Below is a checklist of items that are typically required for an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) project. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

Planning Division Permits:

If your project is located in a Design District, a Planning Division permit may be required prior to providing a submittal for building permit plan review. To find out if your project is located in a Design District, please contact the Planning Division at (209) 937-8266.

BUILDING PERMIT PLAN REVIEW ITEMS		
Submittal Item	Required	Completeness Check
Building Permit Application	Yes	<input type="checkbox"/> Completely filled out including owner’s info, architect/engineer, & project contact. Emails provided for all contacts <input type="checkbox"/> Valuation provided on the form <input type="checkbox"/> Application is signed
Construction Plans	Yes	<input type="checkbox"/> Plans are legible and organized by discipline <input type="checkbox"/> Sheet index provided, plan set matches sheet index <input type="checkbox"/> Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, etc. <input type="checkbox"/> Deferred submittals identified on cover sheet <input type="checkbox"/> Plan are organized by disciplines; Architectural, Structural, etc. <input type="checkbox"/> Plans are stamped and signed by design professionals <input type="checkbox"/> Site plan is provided showing all existing and proposed structures, utilities, easements, separate exterior entrance to ADU/JADU, etc.
Energy Forms	Maybe	<input type="checkbox"/> *Required if ADU is an addition of new sq. ft. or conversion of unconditioned space such as garage or accessory structure <input type="checkbox"/> *Required for JADU if conversion of unconditioned space <input type="checkbox"/> May be provided as a separate package or included in the plan set, verify energy forms are included in the submittal
Structural Calculations	Maybe	<input type="checkbox"/> *Required unless project is utilizing conventional framing <input type="checkbox"/> Ensure separate package of calculations are provided <input type="checkbox"/> Calcs are stamped and signed by design professional
Truss Calculations	Maybe	<input type="checkbox"/> *Required for new sq. ft. unless project is conventional framing <input type="checkbox"/> Ensure separate package of calculations are provided <input type="checkbox"/> Calcs are stamped and signed by design professional
100-Year Flood Elevation Certificate	Maybe	<input type="checkbox"/> *Required for new construction projects located in Zone A, AO, AH, AE on flood map <input type="checkbox"/> *Required for additions/conversions located in Zone A, AO, AH, AE on flood map that substantially improve the existing structure <input type="checkbox"/> Confirm EC is included and completely filled out

BUILDING PERMIT PLAN REVIEW ITEMS (cont.)		
Submittal Item	Required	Completeness Check
Fire Sprinklers	Maybe	<input type="checkbox"/> Required in the ADU if the existing house is sprinklered <input type="checkbox"/> If existing house is sprinklered, may be required for alterations to the system for a JADU <input type="checkbox"/> New or Altered fire sprinkler systems listed as deferred submittal on cover sheet

If any of the items identified in the table above are not included, your submittal may be rejected. All submittal documents shall be electronic files formatted in accordance with the City's [Electronic Plan Check Guide](#).

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.