



PRE-APPROVED ADU PROGRAM

Submittal Requirements

For vendors/designers who wish to submit an application to pre-approve a detached accessory dwelling unit (ADU), email all submittal requirements as PDF documents as attachments or via file share link to permits@albanyca.org. Failure to submit a complete application will result in your application not being accepted. Fees will be invoiced and sent to the applicant once the application has been accepted.

- ☐ **Pre-Approved ADU Program Application** – including:
 - ☐ Applicant Affidavit (page 2 of application)
- ☐ **Fees.** Upon submittal of a complete application submittal packet, applicant will be invoiced fee with instructions for payment.

Architectural Plans

Project plans shall include all of the following. All plans sheets shall be to a standard architect's scale and include a scale bar.

- ☐ **Title Block.** Provide a fillable Title Block area on all sheets with the following information:
 - ☐ Name, Title, Address, and Contact Information of design professional
 - ☐ Stamp/signature area for design professional to sign all documents
 - ☐ Placeholder area to place Project Site Address
 - ☐ Placeholder area to place Property Owner's Name, Address, Contact Information
- ☐ **Cover sheet.** Provide a fillable Cover Sheet with:
 - ☐ Scope of Work, including square footage of proposed ADU
 - ☐ Plan Sheet Index
 - ☐ Legend
 - ☐ Applicable Codes
 - ☐ Occupancy and Type of Construction
 - ☐ Sufficient space for City Stamps (e.g. 4" x 6")

Plus placeholders for:

- ☐ Project Data (Site Address, Property Owner's Name, Designer's Name, APN, Zoning District, Lot Size, Existing and Proposed Lot Coverage and Floor Area Ratio)
- ☐ Vicinity Map
- ☐ **Site Plan.** Provide a placeholder sheet for existing and proposed site plans.
- ☐ **Site Survey.** Provide a placeholder sheet for site survey.
- ☐ **Site Photos.** Provide a placeholder sheet for existing building and site photos.
- ☐ **3-D Color Renderings.** Provide color perspective drawings, photo simulations or 3-D representation of the ADU.
- ☐ **Exterior Elevations.** Include exterior building elevations for each building facade. Show

plate heights, roof pitch, building height (measured from grade to top of ridge).

- ☐ **Cross Sections.** Provide at least two sections (longitudinal and lateral) through critical points of the proposed building.
- ☐ **Floor Plans.** Fully dimensioned floor plans including room sizes and use, cross-referenced details, and applicable construction notes. Identify a full kitchen and bath; and if in-unit laundry area is provided.
- ☐ **Roof Plans.** Fully dimensioned roof plans including slope, eaves, overhangs, rakes, gables, and roofing material.
- ☐ **Building Materials Color Board.** Include color photographs or manufacturing specs of all exterior finishes, colors, architectural details and roofing materials. Indicate if there are multiple materials options to choose from.
- ☐ **Door and Window Schedule.** Provide a door and window schedule that includes dimensions, operation (double-hung, casement, etc.), materials, make and model. **Note:** Flush fin windows and dividers between glass panes are prohibited. Vinyl is strongly discouraged.
- ☐ **Window Detail.** Provide a window detail/section with window recess, materials, muntin specifications, etc.

Structural Plans

Prepare and submit the following additional structural information. All plans must be complete, accurate, legible, and scaled.

- ☐ **Structural Plans**
 - ☐ Foundation/Floor Framing Plan
 - ☐ Roof Framing Plan/Details
 - ☐ Ceiling Plan/Details
- ☐ **Mechanical, Plumbing and Electrical Plans**
 - ☐ Location of HVAC equipment and plumbing fixtures
 - ☐ Mechanical and Plumbing Plan layout
 - ☐ Plumbing Design/Calculations
 - ☐ Outlets, fixtures, switches, smoke alarms, carbon monoxide alarms, main service panel and sub-panel sizes
 - ☐ Relevant Electrical Notes including Energy Code Lighting Requirements
- ☐ **Drainage Plan** (placeholder)
 - ☐ Include [City-Specific Cross Drain detail ST-14](#)
- ☐ **Calculations, Specifications, and Supplemental Items**
 - ☐ Structural Calculations
 - ☐ Completed Albany Green Building Checklist and Worksheet (can be found at: www.albanyca.org/departments/planning-zoning/green-building-program)
 - ☐ Title 24 Energy Calculations

- ❑ Utility Load Calculations – Must include utilities (electrical, water & gas) proposed to serve the new unit & existing dwelling. *ADUs require min. 100 AMP service.
- ❑ Construction Best Management Practices (BMPs)
- ❑ Placeholder for the Completed Fire Safety Requirements Checklist
- ❑ [Public Works Conditions](#)
- ❑ [City of Albany Street Tree Protection Standards](#) and [Street Tree Protection Zone Signage](#)