



ADDITIONAL DWELLING UNIT CHECKLIST

Type of information Required: **CONVERSION OF SFD TO ADD AN INTERNAL ADU:**

- | | | |
|-----------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application Form (1 Copy) | <input type="checkbox"/> Arch. Floor Plans (All Levels) (2) | <input type="checkbox"/> Cross-Section & Details – showing ceiling heights and headroom over stairs (2) |
| <input type="checkbox"/> Sch. 1 Form – Arch. (1) | <input type="checkbox"/> *Elevations (All Sides) (2) | <input type="checkbox"/> Payment – Permit Fee Only |
| <input type="checkbox"/> Water Pipe Sizing Form (1) | <input type="checkbox"/> *Site Plan (2) | <input type="checkbox"/> *Addition – Lot Grading & Infill (if app.) |

Type of information Required: **EXISTING DETACHED ADU CONVERSION:**

- | | | |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application Form (1 Copy) | <input type="checkbox"/> Arch. Floor Plans (All Levels) (2) | <input type="checkbox"/> Payment – Permit Fee Only |
| <input type="checkbox"/> Sch. 1 Form – Arch. (1) | <input type="checkbox"/> Elevations (All Sides of Detached and Rear Elevation of Principal Dwelling) (2) | <input type="checkbox"/> Truss Layout (if app.) (2) |
| <input type="checkbox"/> Sch. 1 Form – HVAC (1) | <input type="checkbox"/> Cross-Section & Details (2) | <input type="checkbox"/> Truss Specs (if app.) (2) |
| <input type="checkbox"/> SB-12 EEDS Form (1) | <input type="checkbox"/> Eng. Floor Layouts (If app.) (2) | <input type="checkbox"/> HVAC Design Calc's (2) |
| <input type="checkbox"/> Water Pipe Sizing Form (1) | <input type="checkbox"/> LVL Beam Specs (if app.) (2) | <input type="checkbox"/> Duct Layout Drawings (2) |
| <input type="checkbox"/> Existing Principal Dwelling Floorplans (each floor – room names and fixtures) | <input type="checkbox"/> Site Plan (Legal Survey not required) (2) | <input type="checkbox"/> 1.0m width x 2.1m height Unobstructed Path (max. length 45.0m) |

Type of information Required: **NEW DETACHED ADDITIONAL DWELLING UNIT:**

- | | | |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application Form (1 Copy) | <input type="checkbox"/> Arch. Floor Plans (All Levels) (2) | <input type="checkbox"/> Payment – Permit Fee Only |
| <input type="checkbox"/> Sch. 1 Form – Arch. (1) | <input type="checkbox"/> Elevations (All Sides of Detached and Rear Elevation of Principal Dwelling) (2) | <input type="checkbox"/> Truss Layout (if app.) (2) |
| <input type="checkbox"/> Sch. 1 Form – HVAC (1) | <input type="checkbox"/> Cross-Section & Details (2) | <input type="checkbox"/> Truss Specs (if app.) (2) |
| <input type="checkbox"/> SB-12 EEDS Form (1) | <input type="checkbox"/> Eng. Floor Layouts (If app.) (2) | <input type="checkbox"/> HVAC Design Calc's (2) |
| <input type="checkbox"/> Water Pipe Sizing Form (1) | <input type="checkbox"/> LVL Beam Specs (if app.) (2) | <input type="checkbox"/> Duct Layout Drawings (2) |
| <input type="checkbox"/> Existing Principal Dwelling Floorplans (each floor – room names and fixtures) | <input type="checkbox"/> Site Plan (Legal Survey not required) (2) | <input type="checkbox"/> 1.0m width x 2.1m height Unobstructed Path (max. length 45.0m) |
| <input type="checkbox"/> *Lot Grading Owner Form and Grading Plan completed by a Professional Engineer | <input type="checkbox"/> *Infill Notice Declarant Form | |

* May not be required depending on the scope of work.

Two copies of all drawings and documents are required when submitting in person as noted above.



Type of information Required: **NEW PURPOSE-BUILT SINGLE FAMILY DWELLING WITH ADU:**

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|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Application Form (1 Copy) | <input type="checkbox"/> Arch. Floor Plans (All Levels) (2) | <input type="checkbox"/> Payment – Permit Fee Only |
| <input type="checkbox"/> Sch. 1 Form – Arch. (1) | <input type="checkbox"/> Elevations (2) | <input type="checkbox"/> Truss Layout (if app.) (2) |
| <input type="checkbox"/> Sch. 1 Form – HVAC (1) | <input type="checkbox"/> Cross-Section & Details (2) | <input type="checkbox"/> Truss Specs (if app.) (2) |
| <input type="checkbox"/> SB-12 EEDS Form (1) | <input type="checkbox"/> Eng. Floor Layouts (If app.) (2) | <input type="checkbox"/> HVAC Design Calc's (2) |
| <input type="checkbox"/> Water Pipe Sizing Form (1) | <input type="checkbox"/> LVL Beam Specs (if app.) (2) | <input type="checkbox"/> Duct Layout Drawings (2) |
| <input type="checkbox"/> Lot Grading Owner Form and Grading Plan completed by a Professional Engineer | <input type="checkbox"/> Site Plan and Legal Survey (2) | <input type="checkbox"/> *Infill Notice Declarant Form |

* May not be required depending on the scope of work.

Two copies of all drawings and documents are required when submitting in person as noted above.