



# ACCESSORY DWELLING UNIT (ADU) SUBMITTAL CHECKLIST

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

567 EL CAMINO REAL, SAN BRUNO, CA 94066  
TEL: 650. 616. 7074

This checklist is a required component of accessory dwelling unit (ADU) building permit submittals. Please review the requirements below and fill in your project data as requested. **Note: Acceptance and/or approval of this Checklist DOES NOT grant approval to construct the project, but it does allow you to apply for building permits to start the ADU project review.**

GENERAL INFORMATION (All fields are required)		
Project Location (Address):	Lot Size:	Area of Existing House (living area + garage):
Date:	APN:	Zoning District:
Applicant Name (Print):	Phone Number:	Email:
Applicant Address:                      City:                      State:                      Zip Code:	Applicant Signature:	
Property Owner Name (Print):	Phone Number:	Email:
Property Owner Address:                      City:                      State:                      Zip Code:	Property Owner Signature:	
PROJECT DETAILS		
Proposed ADU	Proposed JADU	
Attached: <input type="checkbox"/> New Construction <input type="checkbox"/> Existing Space <input type="checkbox"/> Both Detached: <input type="checkbox"/> New Construction <input type="checkbox"/> Existing Structure <input type="checkbox"/> Both  Size of Proposed ADU: _____ square feet  Proposed Height: _____ <input type="checkbox"/> 1 Story <input type="checkbox"/> 2 Stories  Number of Bedrooms: _____  Setbacks: Front _____ Rear _____ R Side _____ L Side _____	<input type="checkbox"/> Living Space Conversion <input type="checkbox"/> Garage Conversion <input type="checkbox"/> Living Space + Garage Conversion  Size of Proposed JADU: _____ (150-500 sq ft)  Number of Bedrooms: _____  <input type="checkbox"/> Shares a bathroom with the main dwelling <input type="checkbox"/> Has a separate bathroom	
STAFF USE ONLY		
Development Impact Fee: _____ <i>(for ADUs over 750 square feet only)</i>	Calculating the ADU Development Impact Fee: $[(\text{Size of ADU} - 750) / \text{Original size of main home}] \times 23,780$	

**SUPPLEMENTAL QUESTIONNAIRE (All fields are required)**

<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>EXISTING CONDITIONS:</u></b>          Has the property been developed? If so, it is a <input type="checkbox"/> single-family dwelling or <input type="checkbox"/> multi-family dwelling.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>FLOOD ZONE:</u></b> (contact Public Works Department)          Is the property located in the Flood Zone? If yes, a non-converted (new construction) ADU will be required to provide an Elevation Certificate.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>EASEMENTS:</u></b> (contact Public Works Department)          Is the proposed ADU located completely outside of any existing easement?          Are there any existing private improvements located within any existing easements?          If yes, please specify: _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>PUBLIC RIGHT-OF-WAY:</u></b> (contact Public Works Department)          Are there any proposed encroachments within the public right-of-way?          If yes, please specify: _____          Are there any existing encroachments within the public right-of-way?          If yes, please specify: _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>FIRE SPRINKLERS:</u></b>          Is the primary residence protected by fire sprinklers? If yes, the ADU must have a fire sprinkler system.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>EXISTING ACCESSORY STRUCTURE:</u></b>          Will the project be converting an existing legally-constructed accessory structure into an ADU?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>ADU SIZE:</u></b>          Will any proposed ADU be greater than 750 square feet in size? If so, please note that the ADU will be subject to Development Impact Fees.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>SAN BRUNO RESIDENTIAL DESIGN GUIDELINES:</u></b>          I have reviewed the <i>San Bruno Residential Design Guidelines</i> and my projects design meets the objective standards found therein. Link: <a href="https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?blobid=24006">https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?blobid=24006</a></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>ARCHITECTURAL COMPATIBILITY</u></b>          Does the proposed ADU use the same architectural style, materials and colors of the existing home?</p>



Applicant check off	<b>ADU APPLICATION SUBMITTAL CHECKLIST</b>	
<input type="checkbox"/>	<b>Complete Submittal Checklist</b>	
<input type="checkbox"/>	<b>Elevation Certificate, if in the Flood Zone for any non-converted ADU project</b>	
<input type="checkbox"/>	<b>Title 24 Energy Compliance Report</b>	
<input type="checkbox"/>	<b>Structural calculations</b>	
<input type="checkbox"/>	<b>Geotechnical/Soils Report (for ADUs over 700 square feet, or if on soils problematic areas)</b>	
<input type="checkbox"/>	<b>Building Plan Set (1/4"-1' scale, 18" x 24" min. but 36" x 48" size max.) consists of following:</b>	
Sheet No. ____	<b><u>Cover Sheet:</u></b> <ul style="list-style-type: none"> <li>o Project address and parcel number</li> <li>o Square footage of all proposed structures</li> <li>o Notate all deferred submittals on sheet</li> <li>o Sheet index</li> <li>o Note on plan: "Project to comply with the 2019 CBC, 2019 CEC, 2019 CMC, 2019 CPC, 2019 ca Energy Code, 2019 CA Green Building Standards Code and San Bruno Municipal Code"</li> <li>o Location map</li> <li>o Type of construction</li> <li>o Occupancy classification (R-3)</li> <li>o Detailed project scope</li> </ul>	
Sheet No. ____	<b><u>Site Plan:</u></b> <ul style="list-style-type: none"> <li>o Lot dimensions with property lines and all easements</li> <li>o Size and use of all structures on the lot</li> <li>o Show all site utilities (water/gas/sewer/storm)</li> <li>o Fire Access: show the distance along the minimum 3-foot clear path from the front property line to the ADU's farthest exterior side or projection (such as eaves), whichever is farthest.</li> <li>o Grades and elevation of site and building</li> <li>o Surface drainage flow direction</li> <li>o Dimensions from structures to property lines (measured at right angles to structures)</li> </ul>	
Sheet No. ____	<b><u>Architectural Sheets:</u></b> <ul style="list-style-type: none"> <li>o Cross section in each direction</li> <li>o Floor Plan (identify and dimension all room usage)</li> <li>o Window and door schedule</li> <li>o Structural Roof, floor framing and foundation plan sheets</li> <li>o Elevations from all sides of building with exterior material</li> <li>o Interior elevation</li> <li>o Truss configuration and locations</li> <li>o Show on plan, automatic garage openers installed must have a battery backup function</li> </ul>	
Sheet No. ____	<b><u>Structural:</u></b> <ul style="list-style-type: none"> <li>o Include structural design criteria (design load, wind, seismic, etc.) on plan</li> <li>o Foundation Plan (anchorage, rebar, piers, etc.)</li> <li>o Roof Framing Plan and construction details</li> <li>o Structural details</li> <li>o Structural wall sections with construction details</li> <li>o Location, size and grad of all framing members to include location(s) of shear walls</li> </ul>	
Sheet No. ____	<b><u>Electrical, Plumbing, &amp; Mechanical Plan:</u></b> <ul style="list-style-type: none"> <li>o Fixture schedule</li> <li>o Main panel size and location, including subpanel(s)</li> <li>o Location of HVAC equipment and plumbing fixtures</li> <li>o Show all equipment, outlets, smoke/carbon monoxide alarms, switches, luminaires, etc. on the plan sheets</li> <li>o Location and type of water heating system</li> <li>o Gas pipe schematic (may be deferred)</li> </ul>	
Sheet No. ____	<b><u>Prefabricated Roof Trusses (may be deferred):</u></b> <ul style="list-style-type: none"> <li>o Truss calculations must be reviewed/stamped by the individual responsible for the design of the structure</li> </ul>	
Sheet No. ____	<b><u>Separate Plans &amp; Permits Required for the Following Types of Work:</u></b> <ul style="list-style-type: none"> <li>o Automatic fire sprinklers and fire alarms</li> <li>o Structure demolition</li> <li>o Encroachment within public right-of-way and/or public easement(s)</li> <li>o Revisions to the approved plan</li> </ul>	
<b>Note: This is the minimum submittal requirements; additional information may be required after the initial plan review</b>		

**Additional Information/Notes for the Applicant:**

**PLANNING DIVISION – COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT:**

1. Prior to the issuance of the first building permit, applicable development impact fees shall be paid in full on the fee schedule in effect at the time of building permit issuance. Where construction of a project is phased, fees can be paid for each residential unit or building when the applicable building permit issued.

**BUILDING DIVISION – COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT:**

2. The San Bruno building official shall assign a new address to the accessory dwelling unit.
3. Building permit applications/building plans submitted on or after January 1, 2020, will have to be designed to the new 2019 California Building Codes.
4. Please imprint, on the submitted plans, the Construction Best Management Practices. To access the standard plan, please visit: <http://www.flowstobay.org/construction>.

5. Please note on plan: The City of San Bruno Municipal Code Section 6.16.070 the operation of any equipment or performance of any outside construction related to a project shall not exceed the noise level and time indicated below:

Monday through Saturday:

- 7:00 AM to 10:00 PM – 85 Decibels
- 10:00 PM to 7:00 AM – 60 Decibels

Sunday:

- 10:00 AM to 7:00 PM – 85 Decibels
- 7:00 PM to 10:00 AM – 60 Decibels

6. Approval of this Project does not relieve the Applicant from the applicable requirements of subsequent permits and approvals, including but not limited to the following as may be applicable:
  - a. Grading Permit and Improvement Plan
  - b. Fire Permit
  - c. School District Development Impact fee requirements
7. Prior to the issuance of building permits, the applicant/developer shall submit a Construction and Demolition Application to the Building and Safety Division. The link to access application: <https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?BlobID=32797>

**ENGINEERING DIVISION – PUBLIC WORKS DEPARTMENT:**

8. ENCROACHMENT PERMIT:  
The applicant shall obtain an encroachment permit from the Engineering Division prior to performing any work in the public right-of-way and/or public easements and prior to issuance of the associated Building Permit.
9. TRAFFIC CONTROL:  
Activities that require temporary closures of sidewalks, vehicle and/or bike lanes, or other public paths shall require review and approval by the Engineering Division through an encroachment permit.
10. CONSTRUCTION VEHICLES, EQUIPMENT, AND MATERIALS:  
All construction related vehicles, equipment, and materials shall be managed on-site. At no time shall such items be parked or stored in the public right-of-way without an encroachment permit or written approval by the City Engineer.

11. GRADING PERMIT:

The applicant shall obtain a grading permit for any grading over 50 cubic yards (cut + fill), or as required by the San Bruno Municipal Code, Title 12, Article I.

12. STORMWATER DRAINAGE:

The project shall not create any negative impacts to adjacent properties such as cross-lot drainage. The project shall also mitigate any impacts to the public stormwater system through the installation of rain gardens, bubblers or other infiltration devices, swales, increasing of pervious areas, or other methods.

13. FENCES/WALLS:

No new or existing fence and/or wall shall be permitted outside of the property boundary lines. No new or existing concrete (or similar) wall and/or fence is permitted where there is a public easement. The removal of such existing structures shall be required prior to the issuance of any building permits.

14. WATER METER:

If justifiable by the proposed water demand calculations, to be reviewed by the Building Division, this project may use the existing public water meter for this property. The applicant may apply for and purchase a separate water meter and service for the accessory dwelling unit subject to utility capacity and connection fees.

15. SEWER CLEANOUT:

If one does not already exist, the developer may install a sanitary sewer cleanout at the front property line based on the City's standards.

**FIRE DEPARTMENT – SAFETY & EMERGENCY ACCESS:**

The Fire Department will review your ADU project for compliance with the California Fire Code (CFC) so that projects are built for safety and ease of access during an emergency. For questions, call the City's Fire Prevention Bureau: 650-616-7093

16. HYDRANT WATER FLOW:

Is a minimum flow of 1,000 GPM at 20 psi available at the closest hydrant? Ask San Bruno Water for this information. Call 650-616-7065 and ask for an "ADU WATER FLOW REQUEST" and present this information:

- Your name
- Street name and address of the project
- Nearest cross street to that location

Submit the letter from San Bruno Water that contains this water flow data with your building permit application. DON'T WAIT! A top reason for permit issuance delays is not having this letter. The water department will respond, so contact them today. Visit San Bruno Water at [https://www.sanbruno.ca.gov/gov/city\\_departments/public\\_works/default.htm](https://www.sanbruno.ca.gov/gov/city_departments/public_works/default.htm)

If the flow is other than 1,000 GPM at 20 psi, Fire staff will review flow data and will evaluate if additional fire safety measures are required.

17. FIRE SPRINKLERS:

If fire sprinklers protect the primary residence, the ADU must have a fire sprinkler system.

18. ADU ADDRESS:

The ADU must have its own address that is visible and legible from the street.

19. ADU ACCESS:

Is the distance from the street curb of the lot to all portions of the proposed ADU no greater than 200 feet as measured along a minimum 3-foot clear path to all sides of the ADU? If not, your project may require a Fire Variance that entails additional safety measures.