



**BUILDING DIVISION  
ACCESSORY DWELLING UNITS (ADUs)  
SUBMITTAL GUIDELINES**

The design documents submitted for this project will be reviewed for compliance with the State of California Building Code as amended and adopted by the City of Marina. Plan reviews are active for 180 days from the application date. Application may be extended for an additional 180 days upon written request if shown that the delay is due to circumstances beyond the control of the applicant.

Keep in mind that this checklist does not list all the requirements in the 2019 California Building Code. It is intended show the most common code items that are reviewed during plan review. Additional comments may be required upon completion of the project review.

**PERMIT APPLICATION Required**

- City of Marina permit application completed.
- Owner/Builder Affidavit (if applicable).
- Construction and Demolition Form.
- Sewer-Water Clearance Form.
- Monterey Peninsula School District Form (if over 500 square feet to be added).
- Asbestos Affidavit (if a multi-family or commercial and any demolition will occur).
- Traffic Authority of Monterey Fee (TAMC) only if ADU is over 750 square feet.

**A-1 Cover Sheet Required**

- Preparer's Name, Title and Registration (if applicable), Address, Phone Number.
- Project Name and Address, Assessor's Parcel Number, Property Owner's Name, Address and Phone Number.
- Scope of Work identifying all work under this submittal.
- Gross Area per Floor and Building Height.
- Index of Drawings/Plan and show scale used for drawings and details.
- Applicable codes and editions e.g., CRC, CBC, CEC, CEC, CMC, CPC, CGBSC.
- Indicate if main residence is fire sprinklered. Detached ADU or attached ADU must be sprinklered if main residence is.

**A-2 Site Plan Required**

- Show full parcel, lot dimensions, property lines, and street names.
- Show footprint of primary dwelling unit and roof line with all projections to property line.
- Show recorded easements.
- Indicate on plan set size and location of existing sanitary sewer and point of connection to sewer lateral. Note 3" horizontal sewer line capacity is maximum 3 water closets.
- Indicate size and location of existing main electrical service panel. If ADU is to be sub-fed from main panel, provide electrical load calculation for both existing and proposed. Minimum 100-amp panel required for main residence.
- Indicate location of existing water meter and size of water supply piping. Provide fixture demand.

- Indicate location of existing gas meter. Provide gas line run to proposed ADU and BTU demand of proposed fixtures. Indicate piping size and type.
- Show location of any existing and proposed retaining walls or accessory structures.
- Show elevations for existing grade and finish floor for proposed ADU.
- Show how site will drain away from the structures and property lines. Minimum 5% slope to 10' away. If less than 10' to property line or structures on site provide swales to approved drainage location.
- Show footprint of proposed ADU and roof line with all projections and dimensions to property line.
- Show a minimum 3' wide hardscape access from ADU entry to the front property line or public way.
- Detached ADU requires photo-voltaic system. System can be attached to ADU or main residence. System to be part of T-24 energy compliance form.

#### **A-4 Architectural Required**

- Show proposed floor plan for detached ADU.
- If ADU is an addition to main residence provide existing floor plan in combination with proposed.
- Provide demolition plan if a structure or portion of existing structure is to be removed.
- Provide minimum one exterior doorway, door to be side hinged, minimum width provided 32" between door and stops and 6'6" headroom.
- Each door to be provided with level landing on each side. The width of landing to be minimum 36" deep and the width of the door it serves. Landing may be a max 7-3/4" below the threshold of the door provided the door does not swing out over the landing.
- Each exterior doorway to be provided with lighting. Lighting to be high efficacy motion controlled.
- Provide interior wall layout on plan set. Include dimensions for rooms, door, and window openings. Minimum ceiling height for all habitable rooms to be 7'.
- Indicate bedroom egress windows, minimum 5 sq. ft. opening for first floor, maximum sill height 44" AFF.
- Indicate natural light and ventilation requirements, 8% of floor area for natural light and 4% for ventilation for all habitable rooms.
- Provide kitchen cabinet and appliance layout.
- Provide layout for bathroom toilet, tub-shower, and vanity. Provide minimum 30" clear width for toilet, with minimum 15" center to center clearance to obstructions with minimum 24" clear knee space.
- For tub-shower or shower only, indicate non-absorbent wall covering to 70" AFF. Shower to encompass a minimum of 30" in any direction and be a minimum of 1024 sq. in. Shower door to be minimum 22" wide.
- Show location of washer dryer if provided. Indicate dryer to be provided with moisture duct to exterior location.

#### **MEP Plans Required**

- Indicate location and size electrical service panel or sub-panel for ADU. Provide electrical load calculations if proposed ADU will be powered by existing main service panel. Minimum 100-amp service is required for main residence. Service upgrade may be required.
- Provide layout for required electrical receptacles. Outlets serving habitable rooms to be AFCI, spaced minimum 12'oc. Outlets serving kitchen counter to be 20-amp gfci, spaced 4' oc. Bathroom outlet to be dedicated 20-amp GFCI.
- Provide exterior GFCI electrical receptacle at front and rear of detached ADU.
- Indicate smoke detectors and carbon monoxide detectors located at bedrooms and rooms leading to bedrooms. Smoke detectors to be hardwired and interconnected.
- Indicate location of heat source, FAU, gravity vented wall furnace etc. Furnace in attic space requires 22"x30" access and minimum 30"x36" clear service area and service outlet. Note: if using existing roof trusses to support additional FAU, engineers' calculation will be required to verify truss will support additional loading.
- Indicate location and type of hot water heater. Provide re-circulating system as required by MCWD.

- Indicate all plumbing fixtures to meet current CGBSC for low flow rates.
- Indicate indoor air quality ventilation provided. T-24 requirement.

### **Structural Plans Required**

- Show proposed floor plan for both attached and detached ADU.
- If ADU is an addition to main residence provide existing floor plan in combination with proposed.
- Provide demolition plan if a structure or portion of existing structure is to be removed.
- Provide engineers design for footings and foundation or geo-tech prepared soils report for site conditions.
- Provide foundation and footing plan, piers, and stem walls if required. Indicate on plan set footing and pier width, depth, and reinforcement.
- Provide slab on grade details. Indicate on plan set required vapor barrier and sand base material and reinforcement.
- Provide anchor bolt spacing, hold downs, straps, clips, etc.
- Provide floor joists, girders, wall, and roof framing details. Include all spans, framing materials, lumber species and grades, and header sizes.
- Provide shear wall layout, sheathing material, all associated hardware, shear transfer connections, beams, and connections. Provide associated engineering calculations as required.
- Provide truss calculations for manufactured truss roof assembly.
- Provide details for exterior siding, stucco, underlayment, roofing materials, and roof pitch. Show cross sections of both.

### **Title 24 Building Energy Efficiency Standards and CalGreen Required**

- Provide T-24 Certificate of Compliance. For all buildings, the Certificate of Compliance Form (CF1R) shall be signed by the person who is eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design. The forms shall be incorporated into the plan set.
- For performance Compliance Method, all pages of the CF1R form must have the same “Report Generated” date and time. If HERS verification is required, the form must be registered with a HERS provider.
- Provide a CalGreen checklist on the plans indicating all the “green” features proposed. Where the addition or alteration increased the buildings conditioned area, volume, or size. The requirements of CalGreen chapter 4 shall apply only to and within the specific area of the addition or alteration.
- Buildings finals prior to January 1<sup>st</sup>, 1994, are subject to Civil Code Section 1101.3 for the installation of water conserving plumbing fixtures. CalGreen 301.1.1