



**City of Marina**  
**Community Development Department**  
**Building Division**

209 Cypress Avenue, Marina, CA 93933  
Ph. (831) 884-1214 Email: [inspections@cityofmarina.org](mailto:inspections@cityofmarina.org)

## **New ADU / JADU – Submittal Requirements**

### **Purpose:**

This handout establishes a procedure for complete plan review submittals when new Accessory Dwelling Units are proposed. According to current code regulations (2022 CRC, 2022 CBC, 2022 GBSC, 2022 CPC, 2022 CMC, 2022 CEC, 2022 CFC, and 2022 California Energy Code, permits are required when buildings or structures are constructed, altered, repaired, moved converted or demolished. Therefore, the following guidelines shall be reviewed prior to commencing construction.

### **Submittal Requirements:**

- ❑ A **PDF** copy of the plans
- ❑ A **PDF** copy of the following documents:
  - Structural Calculations – *both stamped and electronically signed.*
  - Energy Calculations (Title 24) – *both stamped and electronically signed.*
  - Truss Calculations Floor/Roof – *both stamped and electronically signed.*
  - Truss Review Letter from EOR – *both stamped and signed.*
  - Soils Report/Geo Technical Report - *both stamped and signed (if required).*
  - Specifications - *if any submitted.*
  - Current grant deed

**Note:** Deferred Submittals – Only as allowed by Chief Building Official.

### **Plan Review Timeline:**

Allow for a minimum 10-15 business days for the initial plan review and all resubmittals.

## Fees and Application Forms:

Building Permit fees are based on the valuation of the project (labor, time and material).

A Building Permit Application form is available at:

[City of Marina Building Permit Application Form](#)

## Information Required on Plans:

- A. **Cover Sheet:** Provide project address and APN, name, address and phone number of owner, contractor, design professional address and contact information, scope of work, location map, flood zone, type of construction, square footage, occupancy classification(s), area calculations, applicable codes, fire sprinkler status, identify uses of adjacent spaces/suites, location and distances to property lines.
- B. **Site/Plot Plan:** Provide lot and building location indicating setback distances to property lines and easements; North Arrow, location of easements, fire hydrants and other utilities; street and right-of-way identification, access roadways; location of gas/electric/water meters, sewer/water lines, septic/well systems (if applicable).
- C. **Architectural Plans:** Elevations, dimensioned floor plans identifying room uses, door/window schedules and room finish schedules; architectural and framing details including cross sections, bracing and support, suspended ceiling plan and legend, exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location to property lines); building height.
- D. **Structural Plans:** Foundation plan, floor and wall framing plan, roof framing plan, and associated structural details. **Note:** *when using prefabricated roof/floor trusses, manufactured calculations are required "wet or electronic" stamped and signed by the truss engineer, also include a truss review letter signed by the engineer of record.*
- E. **Mechanical Plans:** Location of HVAC equipment and size, noting BTU output.
- F. **Electrical Plans:** Location of all receptacles, lights, motors, switches, disconnects, panels, services, and one-line diagram showing conduit/conductor size and insulation type.
- G. **Plumbing Plans:** Locations of plumbing fixtures, listing all required dimensions; gas line diagram including pipe size, material, length and BTU's of all fuel fired appliances.
- H. **Energy Calculations:** Signed energy forms with calculations on a plan sheet for any alteration, addition of shell lighting, and interior/exterior mechanical systems.
- I. **Civil Plans:** If required, show all site work, grading, storm drainage, and utilities.
- J. **Storm Water Pollution Prevention Plan:** If required, refer to the Engineering Department for submittal requirements.
- K. **Landscape Plans, Details and Tree Protection - Please note that if required, WELO applications must be submitted directly to the Planning Department.**

**Additional Requirements/Approvals** from the following departments may be required prior to issuance of the construction permit. We recommend contacting each department for additional information on their submittal requirements

**ADDRESS ASSIGNMENT:** Your New ADU will require a separate address. Please contact the Public Works Department to obtain the address application. [enava@cityofmarina.org](mailto:enava@cityofmarina.org) or [mmowery@cityofmarina.org](mailto:mmowery@cityofmarina.org)

**Civil Review:** Separate Submittal & Review – Please submit directly to City of Marina's Engineering Department. [enava@cityofmarina.org](mailto:enava@cityofmarina.org) or [mmowery@cityofmarina.org](mailto:mmowery@cityofmarina.org)

**Planning Department Review:** Plans will be routed to planning for review to ensure compliance with Planning regulations. **831-884-1220**

**Fire Department:** Separate Submittal & Review – Required fire submittals (i.e., Underground Fire, Sprinklers, Alarms) must be submitted prior to your permit's release. For Submittal Requirements, please call **831-275-1700**.

**School Mitigation Fees:** The Building Division will provide forms to applicant. Payment is made directly to MPUSD. [Inspections@cityofmarina.org](mailto:Inspections@cityofmarina.org)

**Monterey Bay Air Resource District:** Demolition Work and/or Wood Burning Fireplaces – Asbestos survey required for all demolition projects and MBARD Release required prior to release of Demo Permits. **831-718-8033**

**Sewer / Water Clearance:** Prior to your permit's issuance, you will need to complete the sewer and water clearance forms provided by the Building Division. This form will need to be signed by both Monterey One Water and Marina Coast Water District prior to uploading the form to your permit's documents. [Inspections@cityofmarina.org](mailto:Inspections@cityofmarina.org)