



Development Service Center

Hipolito Olmos C.B.O. Building Division
 7351 Rosanna Street, Gilroy, CA 95020
 Phone: 408 846-0451 Fax: 408 846-0429
 Visit us: www.cityofgilroy.org

Accessory Dwelling Unit Plan Review Checklist

General Requirements

Application	<p>A complete application package shall consist of the following. Incomplete applications will not be accepted or reviewed.</p> <p>A. Completely filled and signed Building Permit Application. <input type="checkbox"/></p> <p>B. (1) digital copy of plans in PDF format, and (3) paper sets. Minimum plan size 18"x24"; maximum is 36"x48". <input type="checkbox"/></p> <p>C. Plans must be of sufficient clarity to show in detail, the work proposed. <input type="checkbox"/></p> <p>D. Plans must indicate the scale used on each page. i.e. (1/4"=1') <input type="checkbox"/></p> <p>E. Supporting Documents, paper and digital copies. (i.e. structural calculations, energy compliance forms, geotechnical soils report etc.) <input type="checkbox"/></p> <p>F. A deed restriction is required confirming that the ADU or JADU will not be sold separately from the primary structure, and that the ADU or JADU will not be rented for periods less than 30 days. <input type="checkbox"/></p>	
--------------------	---	--

Architectural Sheets

Site Plan	<p>Site Plan (Sheet Number _____)</p> <ul style="list-style-type: none"> • Entire property with dimensions of lot boundaries, locations of existing and proposed structures in relation to each other. <input type="checkbox"/> • Off-street parking, driveways approaches, walkways, and sidewalk. <input type="checkbox"/> • All rights-of-way (streets and alleys) <input type="checkbox"/> • All easements (utility, creek, etc.) adjacent to or on property. <input type="checkbox"/> • All improvements including existing and proposed, trees, landscaping, paved areas, pools, etc. <input type="checkbox"/> • Setbacks from property lines (Front, side, rear yard, and distance from buildings) <input type="checkbox"/> • Utility meter locations (gas, electric and water), <input type="checkbox"/> • Location of sewer line cleanout(s). <input type="checkbox"/> • Flood zone statement including reference to FEMA and base flood elevation when applicable. <input type="checkbox"/> • North arrow and drawing scale. <input type="checkbox"/> 	
Floor Plans	Floor Plan (Sheet Number _____) <input type="checkbox"/>	
	<ul style="list-style-type: none"> • Existing Floor Plan (If converting, or adding to existing structure) <input type="checkbox"/> • Proposed floor plan, fully dimensioned. <input type="checkbox"/> • All rooms labeled with their use. <input type="checkbox"/> 	

	<ul style="list-style-type: none"> • Location and size of all windows and doors (show door swing). • Attic access location (22" x 30"; 30" headroom). • Under-floor access location (18" x 24") (for wood framed floors). • Location of electrical panel, lighting, switches, receptacle outlets. • Location of appliances (e.g. water heater, washing machine, range) • Location of plumbing fixtures. • Location of heating and air conditioning registers, or air handler(s). • Location of smoke and CO alarms. • Detail, Cross Sections, Elevation reference symbols. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Elevations & Cross - Sections	Elevations (Sheet Number _____) <ul style="list-style-type: none"> • Show each exterior elevation (i.e. North, South, East, West) • Indicate building height. • Show exterior materials, such as exterior finish, siding, trim, roof type, exterior lights, etc. • Show all windows, doors, landings, decks etc. • Include details reference symbols, and notes as necessary to explain architectural features and their assembly. • Provide at least two cross sections to show construction and relationship of foundation, walls, ceiling, and roof. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Structural Sheets		
Structural Plans	Structural (Sheet Number(s) _____) <ul style="list-style-type: none"> • Indicate foundation depth, width, height above grade, reinforcement, & hardware. • Concrete slab or raised floor details. • Wall framing and bracing details (i.e. lumber size/spacing, header sizes, shear wall locations, and nailing pattern etc.) • Connection from foundation to floor; floor to walls; walls to roof. • Indicate weather roof trusses are being used or provide roof framing information such as ridge beam/board, rafter size/spacing, ceiling joists, roof sheathing type/ nailing etc. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Structural Details	<ul style="list-style-type: none"> • Structural details show the comprehensive information required to clearly show structural components, connections and assemblies. • The details shall be referenced with detail numbers. 	<input type="checkbox"/> <input type="checkbox"/>

Civil Sheets

Utility Plan	<p>Utility Plan (combined with site plan if possible) (Sheet Number _____)</p> <ul style="list-style-type: none"> • Existing utility mains and services/laterals serving the parcel, including pipe size and material (request a utility map from Engineering) <input type="checkbox"/> • Identify the existing and proposed location, material, and size of on-site utilities including sewer, water, storm drain, electrical, gas, and communications, and appurtenances (clean-outs, area drains, boxes, hose bibs, etc.). If connecting to the existing storm and sewer lines, verify there is sufficient fall and capacity for the connections. <input type="checkbox"/> • Location of backflow preventers and pressure reducers as needed <input type="checkbox"/> • If fire sprinklers are required, provide the following: <input type="checkbox"/> <ol style="list-style-type: none"> 1. Layout of fire sprinkler system 2. Water meter application form for service upgrade, if needed 3. Fire flow test report (coordinate through Engineering) <p>Note: Encroachment permit is required for service/lateral upgrades in the right-of-way</p>
Grading & Drainage	<p>Plot and Finish Grading Plan. (Sheet No. _____)</p> <ul style="list-style-type: none"> • Existing and proposed surface drainage pattern, including spot elevations and slope arrows as needed to provide sufficient detail. <input type="checkbox"/> • Existing and proposed drainage systems (inlets, pipes, junction boxes, etc.) <input type="checkbox"/>
Stormwater	<p>Stormwater Management Plan (combined with Grading and Drainage Plan if possible) (Sheet No. _____)</p> <ul style="list-style-type: none"> • Tabulate amount of pervious and impervious areas <input type="checkbox"/> • Delineate drainage areas <input type="checkbox"/> • Note that projects that have existing requirements for treatment within the site are also subject to Provision C.3 of the Municipal Regional Permit requirements <input type="checkbox"/> • Plans shall be in conformance with the Grading and Drainage Plans <input type="checkbox"/> <p>Stormwater Best Management Practices (BMP) (Sheet No. _____)</p> <ul style="list-style-type: none"> • Perimeter control <input type="checkbox"/> • Drain inlet protection <input type="checkbox"/> • Dust control <input type="checkbox"/> • Erosion control <input type="checkbox"/> • Slope protection <input type="checkbox"/> • Other site specific BMPs as necessary. <input type="checkbox"/> <p>Note: Periodic BMP inspections will be done throughout project.</p>