



# ADU Requirements and Application Checklist

*Are you thinking about building an ADU? The following checklists will help you understand city requirements, what you'll need to consider and what to submit for your building permit application.*

**We are here to help.** If you need help or have any questions, please contact the Planning and Economic Development Department at 707-543-3200 or [Planning@srcity.org](mailto:Planning@srcity.org). Visit our website for more information.

**Also visit [Napa Sonoma ADU for additional resources](#).** Look at sample floorplans and photos, use the [Address Look-Up Tool](#) to find out what you are eligible to build or the [ADU Calculator](#) to estimate costs or rents. Download the [free ADU Workbook](#) with information on the entire process and learn about their free [ADU Feasibility Consults](#).

## A Property and Project Information

*This checklist will help you understand if an ADU is allowed on your property, if there are special issues to be aware of early in the process and what other agencies you may need to follow up with about additional fees or permits.*

### Owner/Project Contact

Name:

Phone:

Email:

### Parcel and Existing Property

Project Address:

Zoning District:

APN:

Lot Size:

Type of Construction:

Height:

Number of Stories:

Square Footage:

Historic Status:

**Additional Parcel Designations:**

Flood plain  Steep slopes  Hillside  Geohazard or landslide zone

**Fire Sprinklers in Primary Unit:**  Yes  No

**Fire Alarm (manual/automatic):**  Yes  No

### Type of ADU and Specifications

**Location on Lot:**

**Type:**  Detached  Attached  Conversion  Above Garage  JADU.  Legalizing Existing Unit

**Size:**

**Setbacks:**

**Height:**

Special Site Circumstances to Address	Applicable	Complete
<p><b>Soils Report</b></p> <p>If required for your property, a plan review letter from a soils engineer confirming compliance may be needed.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Additional Utilities</b></p> <p>New or separate utility connections may be required for conversions within an existing home or ADUs more than 750 square feet. Contact 707-543-3200 for more information.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Fire Sprinklers</b></p> <p>May be required if any part of the ADU is more than 150 feet from Fire Department access (street or road) or 400 feet from a water supply (typically a fire hydrant), and if it is over a garage or carport. Contact the <a href="#">Fire Department Plan Review Division</a> at 707-543-3524 or <a href="mailto:srfd@srcity.org">srfd@srcity.org</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Other Agency Fees and Permits	Applicable	Complete
<p><b>School Fees</b></p> <p>Required for ADUs that are more than 500 square feet. Contact Santa Rosa City School District at 707-890-3800 x80214.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Capital Facilities and Parks Fees</b></p> <p>Required for ADUs greater than 750 square feet.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Utility Fees</b></p> <p>New or separate utility connections may be required for conversions within an existing home or ADUs more than 750 square feet. Contact 707-543-3200 for more information.</p>	<input type="checkbox"/>	<input type="checkbox"/>

## B Building Permit Application Checklist

This checklist will help you know what to submit for your building application. Homeowners are encouraged to hire a licensed architect, designer or builder to draw up plans and prepare the application. For more information on hiring a team, download the [free Napa Sonoma ADU Workbook](#). Detailed application requirements can be found in [Requirements for New Units](#) and [Requirements for Remodels and Additions](#).

What to Submit	Complete
<b>5 Sets of Plans</b> Additional Plans: +1 if planning review required, +1 if fire review required Size: 24" x 36"	<input type="checkbox"/>
<b>Site Plan</b>	<input type="checkbox"/>
<b>Grading Plan</b>	<input type="checkbox"/>
<b>Landscape and Irrigation Plans</b>	<input type="checkbox"/>
<b>Architectural Plans</b>	<input type="checkbox"/>
<b>Structural Plans</b>	<input type="checkbox"/>
<b>Plumbing, Electrical, and Mechanical Plans</b>	<input type="checkbox"/>
<b>Calculations (if required)</b> <input type="checkbox"/> CALGreen Checklist and Energy Calculations (Title 24) <input type="checkbox"/> Structural Calculations <input type="checkbox"/> Soils Report and Plan Review Letter from Soils Engineer	<input type="checkbox"/>
<b>Other Agency Permits and Fees Paid (if required)</b>	<input type="checkbox"/>

## Contacts and Resources

**Fire Department Plan Review Division** 707-543-3524 or [srfd@srcity.org](mailto:srfd@srcity.org)

**Santa Rosa City School District** 707-890-3800 x80214

[Building Permit Application](#)

[Requirements for New Units](#)

[Requirements for Remodels and Additions](#)

[Declaration of Restrictions of Occupancy for JADUs](#)