



# ADU Requirements and Application Checklist

*Are you thinking about building an ADU? The following checklists will help you understand County 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 questions, please contact us at [building@amadorgov.org](mailto:building@amadorgov.org). See Section C for additional contact information and resources.

**You can also visit [www.motherlodeadu.org](http://www.motherlodeadu.org) for a free Guidebook and resources.** Look at floorplans and photos, visit the [ADU Plans Gallery](#) to view and compare plans, or use the [ADU Calculator](#) to estimate costs.

## A Property and Project Information

Use this checklist to help you collect information about your property and understand if there are special issues to be aware of early in the process. You may need to follow up with departments or agencies about additional fees or permits.

### Owner/Project Contact

Name:

Phone:

Email:

### Parcel and Existing Property Details

Project Address:

Zoning District:

APN:

Total Acreage or Lot Size:

Type of Construction:

Height:

Number of Stories:

Existing Dwelling Square Footage:

Number of Bedrooms:

#### Additional Parcel Designations:

- County or Private Road/Easement
- Flood Zone
- Graded
- Fire Hazard Severity Zone:
- Septic System
- Snow Load
- Water Well
- Williamson Act
- Wildland Urban Interface (WUI)

Fire Sprinklers in Primary Unit:  Yes  No

Fire Alarm (manual/automatic):  Yes  No

### Type of ADU and Specifications

Location on Lot:

Category 1:

Category 2:

Type:  Detached  Attached  Conversion  JADU  As-Built  LDRD

Size:

Setbacks:

Height:

Special Site Circumstances to Address	Applicable	Complete
<p><b>Utilities</b></p> <p>Requirements for well, septic, water, and sewer will depend on your project and property, some ADUs will require new connections or upgraded systems. Talk to Environmental Health Department and service providers about your capacity. <b>If your property needs more capacity, check this box.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Fire Sprinklers and Alarms</b></p> <p>If you will be adding fire sprinklers check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Tree Removal</b></p> <p>If your project will require removal of any substantial trees on your property, check this box and discuss specifics with Planning Department staff.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Parking Replacement</b></p> <p>In certain circumstances, if you remove existing parking from your property you will need to replace it. If applicable, then check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Other Site Improvements and Requirements</b></p> <p>If other requirements will be necessary, check box and list.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Other Agency Fees and Permits	Applicable	Complete
<p><b>School Fees</b></p> <p>If your project is 500 square feet or more, pay school district fees to the County.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Impact Development Fees</b></p> <p>If 750 square feet or more, some portion (up to 100%) of the 'normal' impact fees are required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Other Agency Fees</b></p> <p>Other agencies, such as PG&amp;E and Fire District, can levy substantial fees on ADU projects. Review the <a href="#">Mother Lode ADU Guidebook</a> on our website for information about fees other agencies may charge.</p>	<input type="checkbox"/>	<input type="checkbox"/>



# 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 Mother Lode ADU Guidebook](#).

What to Submit	Complete
<b>One legible and complete set of plans</b> including such things as a north arrow, building and setback dimensions, scale of plans, size of project, owner name and contact info, designer's name and contact info, etc.	<input type="checkbox"/>
<b>Building and Exterior Elevations</b>	<input type="checkbox"/>
<b>Plot Plan</b>	<input type="checkbox"/>
<b>Proof of Approval from public utility providers (water/sewer) if applicable</b>	<input type="checkbox"/>
<b>Recorded Deed Restriction (for JADUs)</b>	
<b>Calculations (if required)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title 24 State Energy Compliance Documents</li> <li><input type="checkbox"/> Truss Calculations</li> <li><input type="checkbox"/> Structural Engineering Calculations</li> </ul>	<input type="checkbox"/>
<b>Permits and Fees Paid (if required)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building Department Review and Permit Fees</li> <li><input type="checkbox"/> Planning Department Review Fees</li> <li><input type="checkbox"/> Well or Septic Application &amp; Permit Fees</li> <li><input type="checkbox"/> Grading Permit Fees</li> <li><input type="checkbox"/> Construction and Demolition Deposit</li> <li><input type="checkbox"/> Utility Connection Fees</li> <li><input type="checkbox"/> Other Impact Fees (for ADUs 750 square feet or more)</li> <li><input type="checkbox"/> School District Fees</li> <li><input type="checkbox"/> Fire District Fees</li> </ul>	<input type="checkbox"/>



## Resources and Contact Information

### **Building Department | building code, inspections, and permits**

209-223-6422, [building@amadorgov.org](mailto:building@amadorgov.org), <https://www.amadorgov.org/departments/building>

### **Planning Department | zoning, setbacks, and land use**

209-223-6380, [planning@amadorgov.org](mailto:planning@amadorgov.org), <https://www.amadorgov.org/departments/planning>

### **Environmental Health Department | well and septic**

209-223-6439, [ACEH@amadorgov.org](mailto:ACEH@amadorgov.org), <https://www.amadorgov.org/departments/environmental-health>

### **eProcess360 Portal | apply for permits, check permit status**

<https://amador.co.ca.eprocess360.com/login/link/dashboard>

### **Assessor Office | property tax and tax valuation**

209-223-6351, [jrooney@amadorgov.org](mailto:jrooney@amadorgov.org), <https://www.amadorgov.org/government/assessor>

### **Surveyor | ~~ADU address~~ and property maps**

209-223-6371, [countysurveyor@amadorgov.org](mailto:countysurveyor@amadorgov.org), <https://www.amadorgov.org/government/surveyor>

### **Recorder-Clerk | ~~files deed restriction~~**

209-223-6468

### **Wildland Fire Risk, Prevention, and Preparedness | fire safety requirements and information**

<https://www.amadorgov.org/departments/planning/wildland-fire>

### **County Parcel Search Tool | key property information**

<https://gisviewer.amadorgov.org/GPV/ParcelSearch.aspx>