

ADU PREAPPROVAL SUBMITTAL CHECKLIST

The County of Alameda preapproves plans for new detached ADUs in accordance with California Assembly Bill (AB) 1332. Preapproved ADU plans are submitted by designers, architects, engineers, builders, and other qualified professionals. Having your ADU plans preapproved by the County is a great way for your future clients to move through the permitting process quickly and smoothly. This checklist is intended to be used by design professionals looking to submit their ADU plans for preapproval independent of any site-specific application. Preapproval plans will not be posted directly on our website. The County will only post the architectural renderings and conceptual floor plan on the website, including the designer's contact information.

1. Applications

- \$140 minimum administrative fee per plan (includes plan review for preapproval)

2. Title Block (Must be on all sheets)

- Area for design professional to sign all documents (Please note: A signature is not required at the time of preapproval application)
- Name, title, address, and contact phone number of design professional
- Area for property address. Area for property owner's name, address, contact phone number.
- Drawing scale for all plans and details.

3. Fillable Cover Sheet

The fillable cover sheet(s) should have blank spaces for each of the following fields.

- Occupancy and Type of Construction
- Fire Sprinklers
- Gross Area by Floor(s) and Building Height
- Lot Coverage Calculation
- Index of Drawings
- Identify Special Hazard Zones: Wildland-Urban Interface Area (WUI); Flood Zone; Seismically-Induced Liquefaction and/or Landslide Hazard Zone; Surface Fault Rupture Zone.
- Deferred Submittal List
- Standard Notes and Specifications
- Area for Vicinity Map and Plot Plan/Site Plan (may be provided on a separate sheet)

4. Architectural Plans

- Architectural rendering and conceptual floor plan (for County website posting)
- Architectural floor plan(s) with complete dimensions, cross-referenced details, and applicable construction notes
- Architectural roof plan
- Building cross sections

- Exterior elevations with color and material details indicated

5. Structural Plans

- Floor Framing Plan & details
- Roof Framing Plan & details
- Ceiling Plan & details
- Roof Truss Submittal
- Building Cross Sections
- Special Inspections, as required
- *Optional*: WUI construction details (for use in Wildland-Urban Interface areas)

6. Mechanical, Plumbing and Electrical Plans

- Location of HVAC equipment and plumbing fixtures
- Mechanical and Plumbing Plan layout
- Plumbing Fixture Calculations (water supply line, drain fixture units, gas line sizing)
- Required Mechanical Registers
- Outlets, high-efficiency fixtures, switches, smoke alarms, carbon monoxide alarms, main service panel and sub-panel sizes

7. Calculations, Specifications and Supplemental Reports

- Structural Calculations (if engineered design for non-conventional construction)
- Incorporate CalGreen Residential Mandatory Measures Checklist on drawings, as required.
- Incorporate California Energy Code, Single-Family Residential Mandatory Requirements Summary on drawings, as required.

8. Site-specific application requirements (not preapproved)

- Cover page w/ property information
- Site plan with utilities (electrical, water, sanitary waste, etc).
- Location and size (amperage) of main panel and/or subpanel. Each occupant shall have ready access to overcurrent devices protecting the conductors supplying that occupancy. (CEC, 240.24(B) & 230.72(C)).
- Foundation plans
- Geotechnical engineering report (in seismic hazard zones of liquefaction, landslide, surface fault rupture).
- Energy Calculations & Forms (Title 24 Part 6)
 - Form CF-1R with all required signatures
 - Incorporate CF-1R and applicable energy calculations on drawings
 - Incorporate relevant mandatory features and MF-1R on drawings
- Wildland-Urban Interface (WUI) details