



**COUNTY OF ALAMEDA,
PUBLIC WORKS AGENCY,
BUILDING INSPECTION
DEPARTMENT**

399 Elmhurst Street, Hayward, CA 94544
(510) 670-5440, Fax (510) 293-0960
Email: permitbid@acpwa.org

https://www.acpwa.org/permits/building-inspections/index_page

**MINIMUM PLAN SUBMITTAL
REQUIREMENTS**

**ACCESSORY DWELLING UNIT (ADU)
CONVERSION IN EXISTING STRUCTURE**

****Each dwelling unit shall have a separate building permit application and separate plans showing entirety of the work. (E.g. Main house, ADU/JADU).***

GENERAL REQUIREMENTS

1. Please see submittal info at our website. Building permit application (with design plans) shall be submitted electronically at our online portal, https://www.acpwa.org/permits/building-inspections/index_page
<https://acpermit.acgov.org/Portal/#/>
2. Plans shall be drawn to scale, on minimum sheet size of 11" x 17". Electronic plans (PDF format) shall be submitted for plan review. And approved plans shall be printed for field inspections. Plans shall be legible and of sufficient clarity to indicate the nature and extent of the work proposed.
3. Plans shall be fully dimensioned and shall show, in detail, how the proposed work will conform to the requirements of the Building, Electrical, Plumbing, and Mechanical Codes as well as all other applicable laws, ordinances, rules, or regulations.
4. Specifications or plans shall indicate the type and grade of all the materials used in the proposed work.
5. Plans shall contain the job address, the name and address of the owner of the property and the name,

- address, and signature of the person who has prepared the plan (including non-licensed designers).
6. Plot plans shall be drawn to a scale of not less than 1" = 20'-0" or 1/16" = 1'-0.
 7. Floor plans, elevations, etc. shall be drawn to a scale of not less than 1/4"=1'-0.
 8. All dimensions shall be indicated clearly on the plans, a plans checker will not check the dimension.
 9. Aging-in-place, ESS and solar PV is not required for ADUs physically-attached to the primary dwelling. E.g. Garage conversion, addition to existing with new framing).

PLANS

1. **Plot plan** drawn to a scale of not less than 1" = 20'- 0" or 1/16" = 1'-0". The plot plan shall show:
 - a. The size and shape of the property including dimensions.
 - b. The location of all existing buildings and structures on the property, their dimensional location from property lines and each other.
 - c. The location of any easements, driveways, power poles and lines, waterways, septic and drainage fields, storm drains, curbs, gutters, sidewalks, and utility services and lines.
 - d. The footprint of the dwelling clearly defined in relationship to the property lines and any existing building or structures.
2. **Exterior elevations** drawn to a scale of not less 1/4" = 1'-0". Elevations to indicate the shape of the roof, roof pitch, and type of roof covering proposed. Elevations to also include ground line for use in determining the overall height of the building.
3. **Floor plan(s)** drawn to a scale of not less than 1/4"=1'-0". Plan to indicate:
 - a. The uses of each room,

- b. The size, location, and type of all doorways, windows, skylights, kitchen and bath fixtures and cabinets, electrical lighting and power outlets.
4. **Cross section(s)** drawn to a scale of not less than 3/8" = 1'-0". Cross section(s) to indicate how all the horizontal framing members are supported from the roof to the foundation, including bearing walls, beams and any intermediate floor or roof framing.
 5. **Roof plan** drawn to a scale of not less than 1/8"= 1'- 0".
 6. **Wall & Ceiling rated details.** Provide fire-, sound- and impact-rated details required per CBC and CRC (UL or GA-listed)
 7. **Foundation plan (as required)** Drawn to a scale of not less than 1/4"=1'-0". Plan to show size and type of foundation system proposed.
 8. **Floor framing plan(s) (as required).** Drawn to a scale of not less than 1/4"=1'-0" indicating the size and spacing of floor joists, girders and beams.
 9. **Roof framing plan (as required).** Drawn to a scale of not less than 1/4"=1'-0" indicating the size and spacing of rafters and any beams supporting the roof structure.
 10. **Structural calculations (as required).** Demonstrate that the structure is in compliance with the California Building Code when the structure does not comply with conventional construction requirements of the California Residential Code.
 11. **Title 24, California State Energy Regulations,** calculations and documentation for new conditioned spaces. Forms CF1R and the Mandatory measures shall be printed directly on the plans.
 12. **Cal Green.** Include legible copy of Cal Green building checklist in plan set. On plans, show applicable items that require County inspections. <https://aiacalifornia.org/calgreen-checklists/>

DOCUMENTS AND CALCULATIONS

- 1. **Structural calculations (NEW CONSTRUCTION).** Demonstrate that the structure is in compliance with the California Building Code when the structure does not comply with conventional construction requirements of the California Residential Code.
- 2. **Address assignment.** A new address shall be assigned to this accessory dwelling unit. Please see Address Assignment handout located at https://www.acpwa.org/acpwa-assets/docs/permits/forms-and-handouts/Address_Assignment_Change_Application_Form_Revised.pdf

CODES

Effective: January 1, 2023

2022 California Building Standards Code:

- 2022 California Building Code (T24, Part 2).
- 2022 California Residential Code (T24, Part 2.5).
- 2022 California Electrical Code (T24, Part 3).
- 2022 California Mechanical Code (T24, Part 4).
- 2022 California Plumbing Code (T24, Part 5).
- 2022 California Energy Code (T24, Part 6).
- 2022 California Historical Code (T24, Part 8).
- 2022 California Existing Building Code (T24, Part 10).
- 2022 California Green Building Code (T24, Part 11).
- *Alameda County Building Ordinance: The Adoption and Amendments of California Building Standards Code.*

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GUIDELINE

**ADU Conversion in
Attached Structure**

**2022 California Residential
Code**

**IN UNINCORPORATED
ALAMEDA COUNTY**

IMPORTANT, PLEASE READ!!

This brochure is designed to provide basic information on how to submit plans for residential building projects. Requirements for each project may be different.