

## MINIMUM SUBMITTAL REQUIREMENTS

### NEW JUNIOR ACCESSORY DWELLING UNIT (JADU)

#### GENERAL REQUIREMENTS

- 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/#/>
- Must be located in an existing SFD, created within a legal bedroom, have an efficiency kitchen, have a separate exterior entrance, and be a maximum of 500 sf.
- Provide proof of the following deed restrictions being filed:
  - A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.*
  - A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this section.*  
[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml)
- 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.

- 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.
- Specifications or plans shall indicate the type and grade of all the materials used in the proposed work.
- 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).
- Plot plans shall be drawn to a scale of not less than 1" = 20'-0" or 1/16" = 1'-0.
- Floor plans, elevations, etc. shall be drawn to a scale of not less than 1/4"=1'-0.
- All dimensions shall be indicated clearly on the plans, a plans checker will not check the dimension.
- Aging-in-place, ESS and solar PV is not required for JADUs.

#### JADU (CONVERSION OF EXISTING STRUCTURE) PLANS

- Plot Plan** drawn to a scale of not less than 1" = 20'- 0" or 1/16" = 1'-0". The plot plan shall show:
  - The size and shape of the property including dimensions.
  - The location of all existing buildings and structures on the property, their dimensional location from property lines and each other.
  - 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.
  - The footprint of the dwelling clearly defined in relationship to the property lines and any existing building or structures.

- Floor plan(s)** drawn to a scale of not less than 1/4"=1'-0". Plan to indicate:
  - The uses of each room,
  - The size, location, and type of all doorways, windows, skylights, kitchen and bath fixtures and cabinets, electrical lighting and power outlets.

#### JADU (ADDITION TO MAIN HOME) PLANS

- Plot Plan** drawn to a scale of not less than 1" = 20'- 0" or 1/16" = 1'-0". (see a., b., c., and d. above)
- Foundation plan** drawn to a scale of not less than 1/4"=1'-0". Plan to show size and type of foundation system proposed.
- 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.
- Floor framing plan(s)** drawn to a scale of not less than 1/4"=1'-0" indicating the size and spacing of floor joists, girders and beams.
- 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.
- Roof plan** drawn to a scale of not less than 1/8"= 1'- 0".
- Roof framing plan** 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.

**DOCUMENTS AND CALCULATIONS**

1. **Structural calculations** to demonstrate the building is in compliance with structural provisions of the building code. The structural calculations shall address both vertical and lateral forces, and shall be wet stamped and signed by a licensed engineer or architect registered in the state of California.
2. **Title 24, California State Energy Regulations**, calculations and documentation for newly conditioned spaces. Forms CF1R and mandatory measures shall be printed on the plans.
3. **Alameda County Green Building Program**. When required, items that apply to this project to comply with the Alameda County Green Building and Construction & Debris Management shall be printed on the plans.
4. **Cal Green**. Include legible copy of Cal Green building check list on plans. Show items applicable to this project on plans and separate items that require County inspections with a customized table.
5. **Address assignment**. A new address shall be assigned to this accessory dwelling unit. Please see Address Assignment handout located at <https://www.acpwa.org/forms-and-handouts>.

**RESOURCES**

1. Community Development Agency, Planning Department: Accessory Dwelling Units <http://www.acgov.org/cda/planning/landuseprojects/secondary-units.htm>
2. California Government Code Section 65852.22: Junior Accessory Dwelling Units [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=65852.22](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=65852.22)

**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.*



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

399 Elmhurst Street, Hayward, CA 94544  
(510) 670-5440, Fax (510) 293-0960

<https://www.acpwa.org/permits/building-inspections/index.page>

GUIDELINE

**Minimum Submittal  
Requirements for  
Junior Accessory  
Dwelling Unit (JADU) –  
Conversion or  
New Construction**

**2022 California Residential  
Code**

IN UNINCORPORATED

**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.*



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