# B PLAN REVIEW SUBMITTAL CHECKLIST – ACCESSORY DWELLING UNIT (ADU/JADU)

CITY OF STOCKTON

**COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING & LIFE SAFETY DIVISION**
501 W WEBER AV BLDG 2, STOCKTON, CA 95203 • (209) 937-8561 • www.stocktonca.gov/building

Below is a checklist of items that are typically required for an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) project. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

**Planning Division Permits:**

If your project is located in a Design District, a Planning Division permit may be required prior to providing a submittal for building permit plan review. To find out if your project is located in a Design District, please contact the Planning Division at (209) 937-8266.

| BUILDING PERMIT PLAN REVIEW ITEMS | | |
|---|---|---|
| **Submittal Item** | **Required** | **Completeness Check** |
| Building Permit Application | Yes | ☐ Completely filled out including owner's info, architect/engineer, & project contact. Emails provided for all contacts<br>☐ Valuation provided on the form<br>☐ Application is signed |
| ADU Survey | Yes | ☐ Completely filled out |
| **Construction Plans** | Yes | ☐ Plans are legible and organized by discipline<br>☐ Sheet index provided, plan set matches sheet index<br>☐ Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, etc.<br>☐ Deferred submittals identified on cover sheet<br>☐ Plan are organized by disciplines; Architectural, Structural, etc.<br>☐ Plans are stamped and signed by design professionals<br>☐ Site plan is provided showing all existing and proposed structures, utilities, easements, separate exterior entrance to ADU/JADU, etc. |
| **Energy Forms** | Maybe | ☐ *Required if ADU is an addition of new sq. ft. or conversion of unconditioned space such as garage or accessory structure<br>☐ *Required for JADU if conversion of unconditioned space<br>☐ May be provided as a separate package or included in the plan set, verify energy forms are included in the submittal |
| **Structural Calculations** | Maybe | ☐ *Required unless project is utilizing conventional framing<br>☐ Ensure separate package of calculations are provided<br>☐ Calcs are stamped and signed by design professional |
| **Truss Calculations** | Maybe | ☐ *Required for new sq. ft. unless project is conventional framing<br>☐ Ensure separate package of calculations are provided<br>☐ Calcs are stamped and signed by design professional |
| 100-Year Flood Elevation Certificate | Maybe | ☐ *Required for new construction projects located in Zone A, AO, AH, AE on flood map<br>☐ *Required for additions/conversions located in Zone A, AO, AH, AE on flood map that substantially improve the existing structure<br>☐ Confirm EC is included and completely filled out |

| BUILDING PERMIT PLAN REVIEW ITEMS (cont.) | | |
|---|---|---|
| **Submittal Item** | **Required** | **Completeness Check** |
| **Fire Sprinklers** | **Maybe** | ☐ Required in the ADU if the existing house is sprinklered<br>☐ If existing house is sprinklered, may be required for alterations to the system for a JADU<br>☐ New or Altered fire sprinkler systems listed as deferred submittal on cover sheet |

**If any of the items identified in the table above are not included, your submittal may be rejected. All submittal documents shall be electronic files formatted in accordance with the City's Electronic Plan Check Guide.**

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.