



ACCESSORY DWELLING UNIT AND JUNIOR ACCESSORY DWELLING UNIT BUILDING PERMIT SUBMITTAL REQUIREMENTS

BUILDING DIVISION

This form is intended to provide a comprehensive Building Permit submittal checklist for new Accessory Dwelling Units (“ADUs”) and Junior ADUs. Not all items may be applicable for the scope of your project. Depending on the nature of the proposed project, Building Division staff may modify this list, as applicable, by waiving submittal requirements or imposing project-specific submittal requirements. Please contact the Building Division at buildingpermits@cityofmartinez.org if you have any specific questions about the submittal requirements.

Please provide three sets of hard copies or digital set of drawings with the following information:

1. **Sanitary District Approval (you must complete this step BEFORE applying for a Building Permit):**
 - a. Three sets of plans stamped and approved by the applicable Sanitary District.
 - b. If you do not know which Sanitary District your project is in, please contact Building Division staff.
2. **General Information for all Sheets:**
 - a. Wet/electronic signature on all documents by design professional and document maker.
 - b. Name, title, California registration, address, and phone number of design professional.
 - c. All drawings must be to scale.
3. **Cover Sheet:**
 - a. Index of drawings.
 - b. Applicable code versions of California Residential Code, CA Electrical Code, CA Mechanical Code, CA Plumbing Code, CA Energy Code, and CalGreen.
 - c. Description of scope of work.
 - d. Name, address, and phone numbers of property owner(s).
 - e. Occupancy and type of construction.
 - f. Basic project information, including:
 - i. Gross lot area.
 - ii. Existing and proposed floor area.
 - iii. Existing and proposed lot coverage.
 - iv. Existing and proposed floor area ratio.
 - v. Address, assessor’s parcel number, and zoning of property.
4. **Plot Plan:**
 - a. North arrow and scale.
 - b. Lot dimensions: metes and bounds.

- c. Location and dimensioned setbacks of all existing, proposed, and adjacent structures abutting the property.
 - d. Distances between any existing and proposed structures.
 - e. Calculations indicating the square footage of the existing and proposed structure(s), including calculations on the plan for the percentage of lot area covered by the foundation of the existing and proposed dwelling units.
 - f. Building footprint with all projections and dimensions to property lines and between buildings.
 - g. Eaves and roof overhangs.
 - h. A copy of the title report for the property.
 - i. Show any easement(s) and restrictions.
 - j. Show and specify the species, variety, and size of trunk on all trees.
 - i. Show extent of tree canopy.
 - ii. Show trees proposed to be removed with an "X".
5. **Architectural and Structural Plans:**
- a. Structural calculations with wet/electronic signature and stamp, as applicable.
 - b. Foundation, structural floor, and roof framing plans.
 - c. Architectural floor plan and roof plan.
 - d. Provide north, south, east, and west exterior elevations, specifying all colors and finish materials.
 - e. Show all heights for all existing and proposed structures on site. Height shall be calculated as the vertical distance of a building at any point, within a given plane, from finished grade to the top of the roof or parapet walls.
 - f. Structural material specifications/structural architectural details.
 - g. Truss configuration and locations.
 - h. Typical cross section in each direction.
 - i. The use of each room shall be identified and clearly labeled.
6. **Grading and Drainage:**
- a. Top-of-slopes and toe-of-slopes on slight slopes and topography on lots with more than five-foot elevation difference.
 - b. Existing and proposed contours shown in two-foot contour intervals.
 - c. Pad and garage floor elevations: Ground slope drainage scheme and topography (hillside sites).
 - d. Retaining walls with top-of-wall and bottom-of-wall labels.
 - e. Drainage systems.
 - f. Existing and proposed utility services.
 - g. FEMA 100-year Floodplain Zone or elevation.
 - h. Stormwater Control Plan (C.3 requirements), as applicable.
 - i. Frontage improvements, as applicable.
 - j. Applicable City Standard General Notes.

7. **Soils Report**
 - a. Prepared and performed by an approved civil engineer professionally licensed by the State of California.
8. **HVAC, Plumbing, and Electrical Plans:**
 - a. Location of HVAC equipment and plumbing fixtures.
 - b. Outlets, fixtures, switches, smoke alarms, service panel amperage, and sub-panel location(s).
 - c. A load calculation is required if an inordinate amount of equipment or appliances is proposed.
9. **Energy Requirements (Title 24):**
 - a. [Form CF-1R](#) with all signatures.
 - b. Heat loss calculation.
 - c. Print CF-1R and MF-1R on drawing set.
 - d. Solar panels, as applicable.
10. **Details:**
 - a. Window: head, jamb, and sill.
 - b. Exterior doors: head, jamb, and sill.
 - c. Flashing: vertical and horizontal junctures of materials.
 - d. Fireplace: masonry or manufacturers' cut sheets with listing information for make and model of prefabricated fireplaces.
 - e. Footing, piers, and grade beams.
 - f. Post and grinder intersections.
 - g. Roof: eaves, overhangs, rakes, and gables.
 - h. Cabinet elevations.
 - i. Floor changes (i.e., wood to concrete, etc.)
 - j. Handrail(s) and guards with support.
 - k. Structural wall sections with details at foundation, floor, and roof levels.
11. **ADU Property Owner Survey:**
 - a. Complete the following survey online: bit.ly/ADUHomeownerSurvey
 - b. Following completion of the survey, you will receive a confirmation email. Provide a printed copy of the confirmation.
 - c. If you do not want to provide your email information, please contact Planning Division staff at dutyplanner@cityofmartinez.org and the City will prepare a physical copy of the survey for you to complete anonymously.
 - d. Additional details about the survey are provided in the attached handout.

BEYOND THE REQUIREMENTS – SUGGESTIONS FOR SUCCESS!

Presentation can greatly affect the success of your project. Clear and concise plans can be processed faster and more effectively. Below are some tips on how your plans can read better!

Light Line Weights:

- Existing topography
- Existing trees (“X” for trees to be removed)
- Existing structures (to be maintained)

Dashed Lines:

- Existing structures (to be removed)
- Existing elevations (superimposed over proposed)

Shaded, Hatched:

- Proposed additions
- Proposed impervious surface
- Proposed native trees and plants

Dark/Heavy Line Weights:

- Proposed topography
- Proposed trees

Red Lines and Callouts:

- Highlight changes to plan set from previous submittal



REQUIRED

ADU Survey

The City of Martinez requires homeowners to complete a brief survey about their Accessory Dwelling Unit (“ADU”) and Junior ADU to receive an ADU Building Permit. Please follow the link below to complete your survey.

The purpose of this survey is to help the City understand how ADUs are being used and respond to state requests for data about ADU rents. If you do not yet know the answer to a specific question (like how much rent you plan to charge), provide your best estimate based on what you know now.

The survey asks for your email address. You have the option of completing a paper survey if you do not want to provide your email address.

To complete the survey, please go to:

bit.ly/ADUHomeownerSurvey



After completing the survey, you will receive an email confirmation you can use as your proof of completion. Please provide a copy of your confirmation email with your building permit application.



Questions, please contact:

Planning Division Staff at dutyplanner@cityofmartinez.org

The survey is hosted by The Association of Bay Area Governments (“ABAG”). Please note ABAG may be required by law to disclose the responses to a survey, including a survey respondent’s email address.

Survey Questions

1. County
2. City or Community
3. Who do you expect to live in the ADU?
Myself, Family, Friend, Someone else (will find a renter), Not using for housing
4. How many square feet will your ADU have? (estimates are ok)
5. How many bedrooms will it have?
0,1,2,3+
6. What do you expect the approximate monthly rent to be?
7. Which utilities will the tenant pay for (in full or part)?
Electricity, Gas, Water/sewer, Trash, Not sure
8. Are you in a city/town/county that requires you to fill out this survey?
9. Homeowner Email
10. Do you want to answer optional demographic questions?

Optional demographic questions

11. What is the age of the head of your household?
Under 45, 45-64, 65+, Decline to state
12. What is the race of the head of your household?
White, Black/African American, Latino/Hispanic, Asian, Another race, Decline to state
13. If another race was selected above, please specify.
14. What is the primary language spoken in your home?
English, Spanish, Chinese, Another language, Decline to state
15. If another language was selected above, please specify.
16. What is the number of people who live in your household?
0, 1, 2, 3, 4, 5+, Decline to state
17. What is your household income?
Under \$75000, \$75000-\$99999, \$10000-\$149000, \$150000-\$199999, \$200000+, Decline to state

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