



New Accessory Dwelling Unit (Pre-Approved ADU Plans) Submittal Requirements

Submittal Requirements
SR-ADUPP
Effective: January 1, 2023
By: Chief Building Official
For Public Use

City of Concord | Community Development Department | Building Division
1950 Parkside Drive MS/51, Concord, CA 94519 | (925) 671-3107 | bldgpermits@cityofconcord.org

Building Permit Forms

- [Pre-Approved ADU Plans Application Form](#)
- [Pre-Approved ADU Plans Waiver and Release](#)
- [Contractor's Declaration](#)
(Required for licensed contractors)
- [Owner-Builder Acknowledgement and Information Verification Form](#)
(Required when Building Owner or Agent for the Owner is applying for a permit)

City of Concord Fees

- Building Permit Fees** will be due once the application has been approved by all the required divisions and all conditions have been complied with
 - If you'd like to estimate the fees ahead of time visit the [Building Division Fee Page](#)
- Sewer Connection Fees** the Engineering Division will create a separate permit to pay these fees under
- Solar PV Permit and New Address Request Fees** (under separate permits. Solar not required on Plan 1, Plan 2, Plan 3 or Plan 4)
- Electrical Service Upgrade Permit, Encroachment Permit, and Foundation Permit Fees** (under separate permit when required)

Required Design Documents (all in PDF format)

- Site Plan** – Must utilize the **Site Plan Template** and ensure all items on the “Site Plan Checklist” are included : [Plan 1](#) [Plan 2](#) [Plan 3](#) [Plan 4](#) [Plan 5](#) [Plan 6](#)
- Electrical Load Panel Calculation** – Utilize the [Electrical Service Calculator](#) (if providing a separate service to the ADU leave the “Primary Residence” portion blank)
- Truss Design and Calculations** (may be submitted as a deferred submittal)

Other City Approvals/Permits Required

- [New Address Request](#) (if available, a new number address will be assigned to the ADU, otherwise the same address with a letter will be assigned e.g. 1021-A)
- [Solar Photovoltaic Permit](#) (Solar not required on Plan 1, Plan 2, Plan 3 or Plan 4. Plan 5 and Plan 6 must have system designed per the required kW specified in the energy calculations on the “T24” sheets of the Pre-Approved ADU Plans)
- [Main Service Panel Upgrade Permit](#) (when required by electrical load panel calculation. May be included as part of the Solar PV permit)

- [Encroachment Permit](#) (when performing working in the sidewalk, curb, or street)
- [Foundation Permit](#) (when site it sloped or there is expansive soil and an alternate foundation design is required. This will require a **Geotechnical/Soil Report** and **Structural Foundation Design and Calculations**)
- [Business License](#) required for all contractors doing work within the city

Outside Agencies (Contact agencies directly as separate permit and review requirements may apply)

- **Contra Costa County Fire Protection District**
 - Fire district approval is required for all detached ADUs
 - Applications must be submitted to the fire district separately, and building permits will not be issued without a CCCFPD approval letter
 - If fire sprinklers are required (see Pre-Approved ADU Plan Application Form) then complete fire-sprinkler plans will need to be submitted to CCCFPD
- **Mt. Diablo Unified School District**
 - All ADU's require a school district developer certification to be processed by MSUSD
 - ADU's larger than 750sqft (Plan 6) also require school district fees to be paid
 - At time of permit approval the Building Division will provide a Developer Fee Certificate/Form to the applicant, who is then responsible to go to the school district and get the certificate processed and pay any applicable fees)
 - A Building Permit will not be issued until the school district certificate has been processed and any required fees have been paid
 - Contact the school district if you wish to get a fee estimate
- **Contra Costa Water District**
 - Water district approval is required for all detached ADUs
 - Applications must be submitted to the water district separately, and building permits will not be issued without a CCWD approval letter

Waste Management

- The City's waste management process is required for all Pre-Approved ADU Plans
- For information on the City's waste management process, see [Waste Management Process](#)
- As part of the waste management process a C&D deposit is held for the duration of the project. If all processes are followed the deposit will be returned after the project is finalized