

Your Pathway to a Completed ADU



1. Make a Sketch

On a 8.5 X 11 sheet, show your property boundaries and the rough placement and size of:

- Existing house
- All structures (detached garage, gazebo, etc.)
- Proposed ADU

See example sketch [here](#).



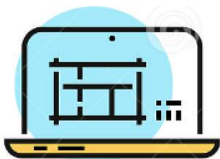
2. Get a Planner's Advice

Bring your sketch to the Permit Center planning counter. A planner will advise you on how the regulations apply to your proposed ADU.



3. Hire Experienced Professionals*

We advise that you hire a designer, licensed architect, or engineer to design the ADU and a licensed contractor to build it. The ADU plans must comply with building permit submittal requirements for new buildings.



6. Permit Issued

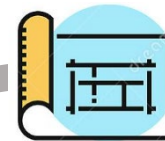
Once your permit is issued, you will receive notification and your permit will be available in the Virtual Permit Center.



5. Submit Package & Pay

Submit all required documents online and pay your application fees.

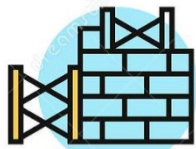
- Pay with credit card
- Pay online as part of the application process



4. Prepare Submittal Package

Your submittal package must include: [New Residential Submittal Requirements](#)

TIP: Submitting complete, accurate plans is the key to getting your building permit as quickly as possible.



7. Construct the ADU

The ADU builder should read [Inspection Request Form](#) to schedule inspections.



8. Schedule and Pass Inspection

Submit an [Inspection Request Form](#) to the Building Division to schedule an inspection.



9. Done!

Your ADU is ready for occupancy after you have passed final inspection.

*Not applicable for Pre-Approved ADUs.