
Building Permit Checklist for Standard Accessory Dwelling Unit (ADU) Plans



DEPARTMENT OF DEVELOPMENT SERVICES

Planning Division

Submittal Checklist:

- ___ 1. Building Permit Application, Four (4) Sets of Plans, and Plan Check Fees
- ___ 2. A copy of Grant Deed
- ___ 3. Storm Water Intake Form
- ___ 4. Standard Storm Water Quality Management Plan (SWQMP)
- ___ 5. Truss Calculations – 2 sets
- ___ 6. Approved Padre Dam Municipal Water District Site Plan
- ___ 7. FAA Determination of No Hazard (if located in an applicable Airport Influence Area – AIA)
- ___ 8. Geotechnical Report (if site has C or D Soils per the Geotechnical/Seismic Hazard Map)
- ___ 9. Preliminary Grading Plan (if necessary)
- ___ 10. Other items as determined by staff (due to site specifics)
- Additional Requirements: (required after Initial Submittal):
 - School Fees, Fire Fees & Building Permit Fees, Construction & Demolition Part 1 and Deposit
 - Determination of Consistency from Airport Land Use Commission (if FAA Determination is required)
 - Deferred Photovoltaic (PV) Solar Permit or Fire Sprinkler System Permit (if required)

ADU Plan Set Checklist:

Sheet PP-1 (use Santee Plot Plan Template Sheet)

- ___ 1. Provide a Plot Plan specific to Site
- ___ 2. Add BMPs to Plot Plan per the Storm Water Quality Management Plan (SWQMP)
- ___ 3. Complete Parcel Information
- ___ 4. Complete Owner & Contact Information
- ___ 5. Complete 'Plot Plan Prepared By' Section (must be signed by Plot Plan Preparer)
- ___ 6. Complete Project Scope
- ___ 7. Specify Pervious Area Information (coordinate with Plot Plan)
- ___ 8. Specify Imperious Area Information (coordinate with Plot Plan and Storm Water Intake Form)
- ___ 9. Specify Land Disturbance Quantity (coordinate with Storm Water Intake Form)
- ___ 10. Complete Planning Information
- ___ 11. Required Deferred Items
- ___ 12. Specify Energy Efficiency Special Features (coordinate with Energy Calculations)
- ___ 13. Specify Energy Efficiency HERS Verification (coordinate with Energy Calculations)

Sheet GB-1 to GB-? (use Santee Green Building Template Sheet)

- ___ 1. Demonstrate how the project complies with Green Building Tier II Voluntary Measures (required by Code)
- ___ 2. Signed and Completed Energy Efficiency Standard forms (Title 24 Energy Calculations) – include in plans

Sheets A1 to A6, S1 to S2, CS-1 (provide San Diego County Standard ADU Plans or suitable equivalent – size 24"x36")

Sheet A3

- ___ 1. Specify Roofing Information
- ___ 2. Specify Exterior Wall Finish
- ___ 3. Specify Attic Vents

Sheet A5

- ___ 1. Specify Truss Identification Numbers (coordinate with Truss Calculations)

Sheet A6

- ___ 1. Specify wall insulation (coordinate with Energy Calculations)
- ___ 2. Specify ceiling / roof insulation (coordinate with Energy Calculations)

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