

Accessory Dwelling Unit (ADU) and Permit Ready ADU Checklist

This hand-out summarizes the items that an applicant/property owner are required to provide as part of the ADU or Permit Ready ADU application submittal process. Please use the following checklist to assist in preparing your plans and submit the checklist in PDF format as part of the plan check submittal.

Homework Item		Answer/Calculation	Notes	
Permit Ready ADU Size		<input type="checkbox"/> Studio <input type="checkbox"/> One Bedroom	<input type="checkbox"/> Two Bedroom <input type="checkbox"/> Three Bedroom	
Permit Ready ADU Architectural Style		<input type="checkbox"/> Farmhouse <input type="checkbox"/> Spanish	<input type="checkbox"/> Contemporary	
<p>The items listed below are to be included on the Title Sheet and/or the Site Plan as part of your ADU application. For the Permit Ready ADU Plans: Insert the information into the provided Title Sheet (Sheet T1.1) and "Example Site Plan" (Sheet AS.2) or replace with a new Site Plan sheet.</p>				
Information to be included on Title Sheet and/or Site Plan	Planning	Vicinity Map	<input type="checkbox"/> Provided	
		North Arrow	<input type="checkbox"/> Provided	
		Legend	<input type="checkbox"/> Provided	<i>Site Plan only.</i>
		Assessor Parcel Number (APN)	<input type="checkbox"/> Provided	
		Zoning	<input type="checkbox"/> Provided	<i>Required on Title Sheet and if requested on Site Plan.</i> If P-C Zone, indicate the Specific Plan or Master Plan the project is within (e.g., Villages of La Costa Master Plan)
		Zoning Overlays	<input type="checkbox"/> Provided	<i>Title Sheet only.</i>
		North Arrow	<input type="checkbox"/> Provided	
		Scale	<input type="checkbox"/> Provided	
		Site Address	<input type="checkbox"/> Provided	
		Lot Size	<input type="checkbox"/> Provided	Please provide the lot area in square feet and acres.
		Property Lines	<input type="checkbox"/> Provided	Labeled and dimensioned.
		Setbacks	<input type="checkbox"/> Provided	Labeled, dimensioned, and measured from ultimate right-of way or access easement.
		Street and Alley Centerline(s)	<input type="checkbox"/> Provided	
		Easements	<input type="checkbox"/> Provided	Right-of-way, private access road, utility, etc.

Information to be included on Title Sheet and/or Site Plan	Planning	Floor Area of Primary Residence	<input type="checkbox"/> Provided	Floor area/square footage of residence, broken down by first floor square footage and second floor square footage.
		Floor Area of Garage	<input type="checkbox"/> Provided	
		Floor area of all accessory structures other than the ADU	<input type="checkbox"/> Provided	Examples: storage sheds, workshops, etc.
		Lot Coverage	<input type="checkbox"/> Provided	<i>Required on Title Sheet and Site Plan.</i> Calculated by dividing the ground floor area of building(s) by the net lot area, (which is the gross lot area exclusive of the ultimate street ROW).
		Onsite Parking Required	Parking Exempted? <input type="radio"/> Yes <input type="radio"/> No Parking Exemption Applied: _____	Please provide a breakdown of required parking for the project. Indicate with a note if the property is exempt from providing parking for the ADU and why. See ADU Info Bulletin (AB-111) for exemption criteria.
		Coastal Zone Property	<input type="radio"/> Yes <input type="radio"/> No	<i>Title Sheet only.</i> Minor CDP approval may be required for ADUs within the coastal zone. Please contact Planning Front Counter for more info at 442-339-2610.
		Height of Structures, Fences, and Retaining Walls	<input type="checkbox"/> Provided	Provide existing and proposed heights from existing topography. Call out wall and/or fence structure color & material that is proposed.
		Architectural elevations	<input type="checkbox"/> Provided	Please show/label the existing and finished grade lines at the building wall. Elevations shall also include the dimension of the proposed building height measured from the lower of the existing or finished grade.
	Fire	Fire Sprinklers Required	<input type="radio"/> Yes <input type="radio"/> No	Deferred submittal permitted. Please contact Carlsbad Fire & Life Safety Division at 442-339-2665.
	Grading	Grading Permit Required	<input type="radio"/> Yes <input type="radio"/> No	See grading permit requirements for detached ADUs on the ADU application.
		Grading Permit Exception Checklist (if applicable)	<input type="radio"/> Yes <input type="radio"/> N/A	Include a copy of the signed exemption form on the plans.
	Utilities	Utility Locations:		<ul style="list-style-type: none"> - Indicate distance from connection to ADU - Indicate calculations for meters/lines - Process utility company work order(s) for new meters
		Water Connection	_____ feet	
		Gas Connection (gas isometric drawing)	_____ feet	
Electric		_____ feet		

included on Title Sheet	Utilities	Solar	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<p>Accessory dwelling units (ADU) shall follow the most recently adopted Title 24, Part 6 requirements, including any amendments adopted by the City that are in effect for photovoltaic (PV) systems.</p> <p>Deferred submittal permitted. Please contact Building & Permits at 442-339-2719.</p>
		Meters (Electric, water, or gas)	<input type="radio"/> Yes <input type="radio"/> No	<p>Please provide locations of existing and new meters. If installing any new meters, contact the utility provider and the Public Works Agency as soon as possible.</p>
		Panel Upgrade	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<p>Please indicate on Title Sheet. Check with power company and Building Department to determine if a panel upgrade is required.</p>
		Sewer Lateral Required	<input type="radio"/> Yes <input type="radio"/> No	<p>Installation of new 4" sewer lateral may be required. Verify with your Water District. If required, provide location and connection point the Site Plan.</p>
		Utility Equipment	<input type="checkbox"/> Provided	<p>Show utility equipment on site plan.</p> <p>Proposed condensers cannot be located near an ADU opening or within four feet of the dryer moisture exhaust duct termination. Contact Building & Permits at 442-339-2719 for more information.</p>
		Download Full Sets of digital plans (PDF)	<input type="checkbox"/> Provided	<p>All drawings and text to be legible and drawn to scale.</p>
		Current Grant Deed	<input type="checkbox"/> Provided	<p>Required For preparation of the ADU Covenant.</p>
		Copy of Recent Title Report	<input type="checkbox"/> Provided	<p>Title Report must have been completed within the last six months.</p>
		Hold Harmless Form (Permit Ready ONLY)	<input type="checkbox"/> Provided	
		Grading Plans	<input type="checkbox"/> <input type="radio"/> Yes <input type="radio"/> N/A	<p>Plans shall comply with all requirements listed on the grading permit requirements checklist.</p>
		JADU Covenant (if applicable)	<input type="checkbox"/> Provided	<p>To be provided prior to final approval.</p>



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Visit us at:
<https://www.carlsbadca.gov/departments/community-development/building/accessory-dwelling-units> for more information.