

Permit Ready Accessory Dwelling Unit (PRADU) Processing Guide

The Permit Ready Accessory Dwelling Unit Program is envisioned to encourage the construction of Accessory Dwelling Units (ADUs) by offering property owners a selection of pre-approved detached one-story ADU building plans. Use of these plans will save an applicant time and money by avoiding initial design and review costs. This guide has been generated to assist you in the preparation of your Building Permit submittal for your Permit Ready ADU Plans. Please follow the steps outlined below.

Step 1: Obtain Permit Materials

- Visit the city web site and download necessary documents (Checklist, Plan Set, Hold Harmless Agreement, and Building Permit Application (B-1 Form). For projects requiring a Minor Coastal Development Permit (MCDP), please download the Planning Land Use Application (P-1 Form) & Minor Coastal Development Permit Supplemental Form (P-6 Form).

Step 2: Review and Complete Material

- Review and complete, as necessary, the above-referenced items.

Step 3: Additional Submittal Requirements

- Conduct necessary pre-submittal work listed on the Checklist (i.e. secure the services of design professionals to prepare a survey and site plan.)

Step 4: Consult with City Staff

- Contact the Building Department at 442-339-2719 to discuss submittal requirements. To determine if a Minor Coastal Development Permit (MCDP) is required, contact the Planning Division at 442-339-2610.

Step 5: Application Submittal

- Submit your application materials to the Building Department.
- If complete, the application will be taken in for further review.

Step 6: Application Review

- Review will be conducted by the Planning Division, Building Department, Engineering, and Fire & Life Safety. Please see the Accessory Dwelling Unit Information Bulletin (IB-111) for further explanation of the review process as well as required development standards.

Step 7: Permit Release/Construction/Inspection/Occupancy

- Once all reviews have been conducted, the necessary information has been provided, and the plans (and MCDP, if applicable) approved, the Building Permit will be issued. Construction can then commence and, once all necessary inspections have been completed, the new dwelling may be occupied.



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Visit Us at

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