

CITY OF FRESNO – STANDARD ADU PROGRAM SUBMITTAL INSTRUCTIONS

Choose a Plan:

Plan 1 “347 s.f.”– (Template #: 22-TADU-001)

Plan 2 “514 s.f.”- (Template #: 22-TADU-002)

Plan 3 “633 s.f.”- (Template #: 22-TADU-003)

Plan 4 “633 s.f.” over Garage - (Template #: 22-TADU-004)

Plan 5 “1015 s.f.” - (Template #: 22-TADU-005)

How to apply for a City of Fresno ADU “The Process”:

- Review City of Fresno *ADU Program Pamphlet* for eligibility requirements and ADU model/elevation selection.
- Apply for a Building Permit through the City of Fresno Citizen Access Permitting Portal. Note: A free account must be created prior to submittal - <https://lmsaca.fresno.gov/CitizenAccess/Default.aspx>
- Select “Residential” under “Residential Permits” Category.
 - Complete Application
 - Answer **Yes** on – “Is this an ADU”? “Is this a Standard Plan ADU”?
 - Enter Standard ADU record number (i.e., 22-TADU-###) for desired Floor Plan
 - Upload Site Plan clearly showing location and orientation of the ADU on the property. **See ADU Submittal Requirement Checklist for more information.**
 - Submit Application
- The initial plan check process will take approximately 7 business days after the application has moved forward into review.
- Provide School Fee Form from your areas School District
- Once the plans are approved a building permit will be issued.

Requirements

Located in Fresno City limits

In a zone district that allows residential uses or has an existing residence

Has adequate space for setbacks and separations for fire and safety

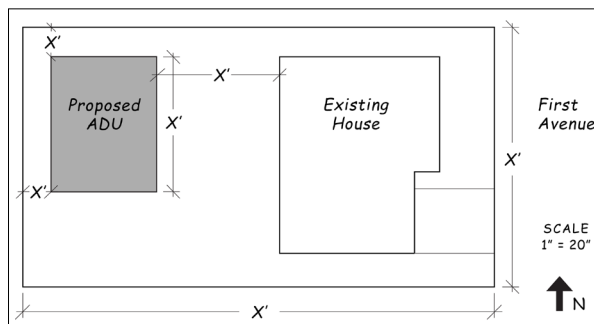
Has access to utilities

Designed similar to the primary home
(if visible from the street *in an architecturally or historically significant area*)

Review & Fees *	Estimated Cost
Plans	FREE
Plan Check	
Building Permit	Up to \$1,660
School Impact Fee	varies by district

*Provided as an estimate; other departments and agencies may have applicable fees; fees are subject to change and will be calculated upon submission of an application.

Site Plan Example



Apply for a Permit

1

Select a pre-approved plan

2

Apply for a Building Permit at
www.fresno.gov/permit-apply

3

Completed applications take
approx. 14 days to review

Visit www.fresno.gov/adu
for step-by-step tutorials
and other information.

email: adu@fresno.gov
phone: 559.621.8077
web: www.fresno.gov/adu



City of Fresno



QUICK START GUIDE

for free pre-approved plans

The Accessory Dwelling Unit (ADU) Program offers five (5) free pre-approved plans (construction drawings), with a variety of sizes and styles that will match the diversity of Fresno's neighborhoods and the needs of households throughout the city. These plans will help reduce the cost of building your ADU!



Five (5) free pre-approved plans available in three (3) exterior styles.

*Plan #3 shown below



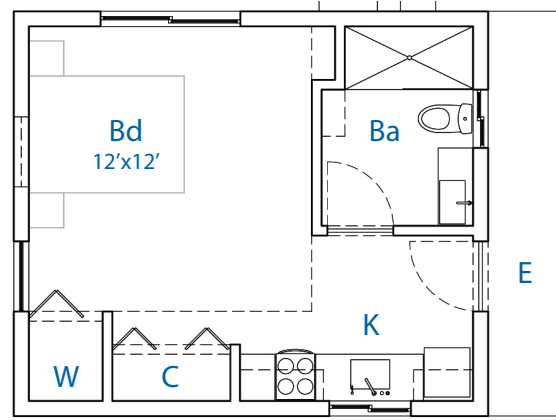
Contemporary



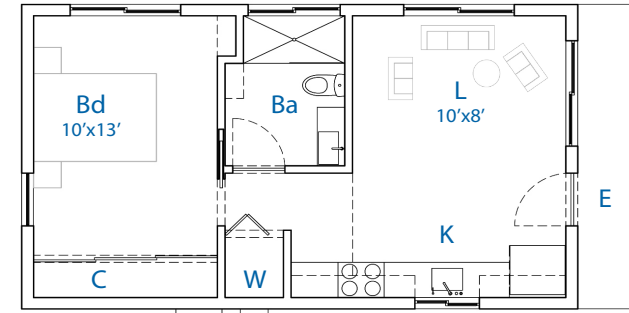
Craftsman



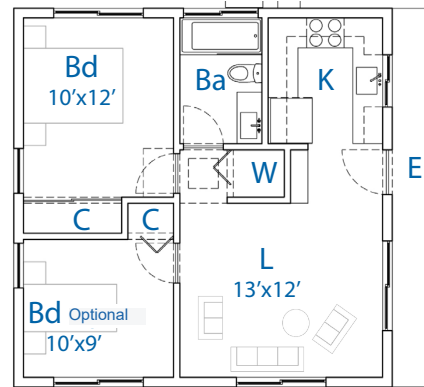
Gable



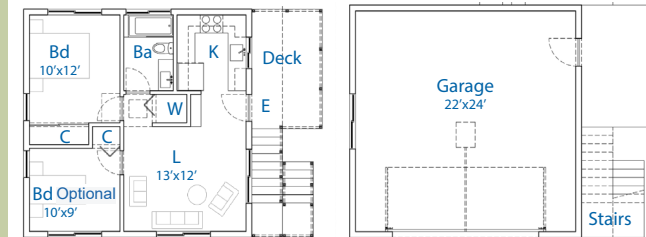
Plan #1 | 20'x17' | Studio 1 bath | 340 sq. ft.



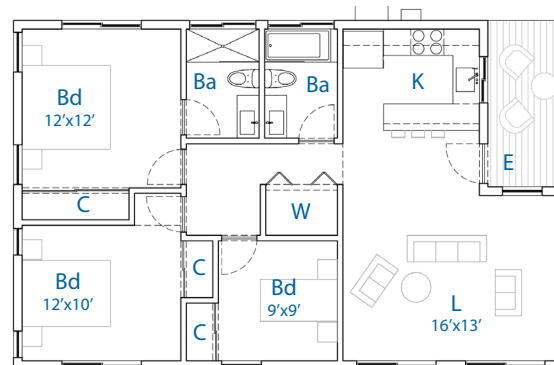
Plan #2 | 30'x17' | 1 bed 1 bath | 510 sq. ft.



Plan #3 | 25'x25' | 1-2 bed 1 bath | 625 sq. ft.



Plan #4 | 25'x25' (33' w/deck) | 1-2 bed 1 bath
Plan 3 over garage | ADU: 625 sq. ft
Garage: 625 sq. ft



Plan #5 | 41'x26' | 3 bed 2 bath | 1,015 sq. ft.

Note: dimensions are approximate

E - Entry
K - Kitchen
L - Living Room
Bd - Bedroom
Ba - Bathroom
C - Closet/Storage
W - Washer/Dryer

View complete plans at
www.fresno.gov/adu

ACCESSORY DWELLING UNIT (ADU) PLAN CHECK SUBMITTAL REQUIREMENTS

Use this checklist to assemble the materials required for your application when submitting in Accela ACA Citizen Access. The following items must be submitted digitally in order to process your application. **If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and placed on hold. If an application is placed on hold it will not be processed forward into review until complete.**

REQUIRED EXHIBIT

1. Site Plan
 - a) Indicate the entire property showing all existing structures (i.e. main residence, any detached sheds, patio, play structures, and/any pool).
 - b) North Arrow (typical for standard plan)
 - c) Property owner's name, address and phone number
 - d) Dimension placement of ADU and setbacks from all property lines and/or existing structures.
 - e) Indicate location of utilities (clarify if new service or tie-in to existing services);
 - Plumbing services (indicate all proposed sizes)
 - Sewer line
 - Water line
 - Gas line
 - Electrical service (indicate current maximum amperage and if adequate or to be replaced/upgraded)
 - f) Specify City Standard Plan template number and elevation option to be utilized.
2. For construct of a custom ADU (not an approved Standard Plan) see our Plan Submittal Requirements Checklist for Single Family Residence.
3. Grading Plan (if required) (A separate submittal required)


2600 Fresno Street, Room 3043
Fresno, California 93721-3604
(559) 621-8003
www.fresno.gov

City of Fresno's ADU Program Requirements

*****PLEASE READ CAREFULLY*****

**To facilitate the process, make sure that all the requirements are shown on the plot plan
(Indicated in Red)**

- 1** Plot plan should be drawn to scale. Make sure to indicate the scale on the plot plan.
- 2** Provide North Arrow.
- 3** Provide accurate shape and dimensions of the entire property. Property lines should be drawn in a solid black line.
- 4** Indicate any public or private roads, access easement and/or driveway locations.
- 5** Indicate the size, dimensions, and location of all new and existing structures on the property. Label buildings (i.e. Existing House, Existing Garage, Proposed ADU).
 - 5a** Make sure to identify the distance from property lines and other structures.
 - 5b** Make sure to identify which pre-approved plan you are proposing and design elevation option.
- 6** The required surface drainage away from the proposed ADU must meet the following requirements:


 - 6a** Lot shall be graded to drain water away from all foundations at a slope of 5% within 10 feet of the building. (CRC section R401.3)
 - Impervious surfaces within 10' of the building foundation shall slope a minimum of 2% away from building.
 - 6b** All site grading outside of the building envelope is required to be a minimum of 0.5% directed towards the street.
 - 6c** A swale is required along the side yards, and if the swale is located less than 10 feet from the building, an onsite drainage system or landscape drains must be shown and installed.
- 7** Indicate the locations and sizes of the existing electrical service, water line/meter, sewer line, and gas meter that serve the existing home.
- 8** Indicate location of the new water line, sewer line, and gas line.
 - 8a** The proposed ADU requires that a minimum 1 ¼" gas service be installed and run from the existing meter location to the point of connection to the ADU residence. Indicate as such, or show a new service installed from the utility main.
- 9** Show the location and size of the new electrical service for the proposed ADU and indicate whether it is to be connected to a new or existing electrical service supply.

Note: Minimum 200-amp main electrical service panel is required if utilizing the existing service.

[illegible]

1. Building Address _____
2. Owner _____
3. Contractor _____
Address _____
4. I HERBY STATE THAT THE INFORMATION ABOVE IS
CORRECT. I UNDERSTAND THAT IF THE INFORMATION
SUBMITTED IS NOT CORRECT THE BUILDING PERMIT
WILL BE VOID.

SIGNATURE _____

DATE _____

NOTICE

The site plan for this single-family dwelling has not been reviewed by Public Works Department. Issuance of the building permit does not constitute approval of paving, concrete curbs, gutters, sidewalks, and driveway approaches in street or alley right of way adjacent to the property. In accordance with Section 11-204 separate permits are required for such work which must be done in accordance with Section 11-206, 11-207, 11-208 and 13-110.107 of the Municipal Code and applicable City Standards. Issuance of a Certificate of Occupancy for the building is dependent upon prior satisfactory completion of required pavement and concrete work.

Permittee is especially cautioned to contact the City Traffic Engineer before forming and pouring slabs of foundation if it is desired to have more than one driveway approach or any driveway approach exceeding 24 feet in width measured at the property line.

PROJECTIONS

- A) 1-hour construction for projection less than 3'-0" from the property line
- B) Construction not permitted less than 30" from the property line.
- C) Normal projections allowed to be 5" for each 1'-0" of required yard setback



DEVELOPMENT & RESOURCE MANAGEMENT DEPARTMENT
PLANNING DIVISION

DRAW TO SCALE AND DIMENSION

PLOT PLAN

SUGGESTED SCALE - ONE SQUARE = 5

ANY CHANGE IN THE PLOT PLAN MUST BE APPROVED BY THE DEVELOPMENT DEPARTMENT

Plan: 22-TADU-

Style: _____

All easements, structures, utility lines, underground systems and conditions affecting construction on this parcel must be shown and are the responsibility of the applicant. The issuance of a permit does not grant to any person the right to violate City or State Laws (UBC Sec. 302c).

Front yard setback shall be average of the existing partially built-up block with a minimum setback of _____ ft. as prescribed in Sec. 12-207.5-3-2-b FMC

(Acknowledgement by Permittee: _____)

ZONING APPROVED

DATE

BLDG. PERMIT NO.

1. BUILDING ADDRESS _____

2. OWNER _____

3. CONTRACTOR _____

ADDRESS _____

4. I HEREBY STATE THAT THE INFORMATION ABOVE IS CORRECT. I UNDERSTAND THAT IF THE INFORMATION SUBMITTED IS NOT CORRECT THE BUILDING PERMIT WILL BE VOID.

SIGNATURE _____ DATE _____

The site plan for this single-family dwelling has not been reviewed by the Public Works Department. Issuance of the building permit does not constitute approval of paving concrete curbs, gutters, sidewalks, and driveway approaches in street or alley rights of way adjacent to the property. In accordance with Section 11-204, separate permits are required for such work which must be done in accordance with Section 11-206, 11-207, 11-208 and 13-110.107 of the Municipal Code and applicable City Standards. Issuance of a Certificate of Occupancy for the building is dependent upon prior satisfactory completion of required pavement and concrete work.

Permittee is especially cautioned to contact the City Traffic Engineer (621-8800) before forming and pouring slabs of foundation if it is desired to have more than one driveway approach or any driveway approach exceeding 24 feet in width measured at the property line.

PROJECTIONS

- A) 1-hour construction for projection less than 3'-0" from the property line.
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- C) Normal projections allowed to be 5" for each 1'-0" of required yard setback.



CITY OF FRESNO ADU PROGRAM
PROPERTY OWNER RELEASE AND WAIVER

To whom it may concern:

The property owner acknowledges that the City of Fresno is making the Accessory Dwelling Unit (ADU) Plans ("ADU Plans") available to the public free of charge. To the furthest extent allowed by law, Property Owner shall indemnify, hold harmless and defend City of Fresno and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by City of Fresno, Property Owner or any other person, and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees, litigation expenses and cost to enforce this agreement), arising or alleged to have arisen directly or indirectly out the use of ADU Plans under the ADU Program. Property Owner's obligations under the preceding sentence shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or volunteers. The Property owner has a right, at its own cost, to have the Plans independently reviewed by a professional of their own choosing.

Signature: _____ Date: _____

Printed Name: _____

ADU Location: _____



City of
FRESNO
Planning and Development Department
Building and Safety Services Division

Project Address _____

Permit No. _____

APPLICATION TYPE: BLDG _____ ELEC _____ PLBG _____ MECH _____ GRAD _____ OTHER _____

DRAW DOWN _____ ACCT NO. _____ CREDIT CARD _____ ACCT NAME _____

SPECIAL CONDITIONS

WORKERS COMPENSATION

Section 3800 of the State Labor Code provides that every county or city which requires issuance of a permit as a condition precedent to the construction, alteration, improvement, demolition, or repair of any building or structure shall require that each applicant for permit have on file with the City of Fresno:

(Please initial as applies below)

- _____ A valid Certificate of Workers' Compensation Insurance or,
_____ A signed statement of a Firm Without Employees or,
_____ A Certificate of Consent to self-insure by the Director of Industrial Relations.

EXCLUSIONS

(Please initial as applies below)

- _____ Permits for work costing \$100.00 or less.
_____ Applicants for permits who sign the following certifications:
"I certify that in the performance of the work for which this permit is issued I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California."

If after signing this certificate, the applicant desires to employ any person for work covered by this permit, the applicant must obtain Workers' Compensation Insurance as required by Section 3700 of the State Labor Code, or this permit shall be deemed revoked.

CA CONTRACTOR'S LICENSE NO. _____

I hereby affirm under penalty of perjury that I am licensed under provisions or Chapter 9 of Division 3 of the Business and Professions Code, and my license is in full force and effect.

EXEMPTION FROM STATE REQUIRED LICENSING

(Please initial as applies below)

- _____ I am the owner of the property addressed on the subject permit application. The building or improving of structures hereon, or appurtenances thereto, will be done by myself or through my own employees with wages as their sole compensation. The structure or structures, with or without the appurtenances thereto, is not intended to be and will not be offered for sale within one year after completion of same (B&P Code Section 7044).
_____ As owner of the property the building or improving structures or appurtenances thereto will be contracted with licensed contractors. (B&P Code Section 7044)
_____ Aggregate total of the contracts is not more than \$500.00 for labor, materials, and all other work. (B&P Code Section 7048)
_____ I am a licensed architect, engineer, or structural pest control operator within the scope of my license. (B&P Section 7051)
Print Firm Name: _____

HAZARDOUS WASTE AND SUBSTANCE SITES

I declare that I have made application for a permit to develop property at Fresno California. I have consulted the list of Hazardous Waste and Substance Sites developed by the State Office of Planning and Research pursuant to GC Section 65962.5.

(Please initial as applies below)

- _____ I have determined that the said property is **not** included on a list compiled pursuant to this section.
_____ I have determined that the said property is included on a list compiled pursuant to this section.

I further declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

PRINT NAME _____ DATE _____

SIGNATURE _____ PHONE NUMBER _____

Staff Initials _____