City of FRESNO

Planning and Development Department
Eric C. Frampton, RCE, CBO
Licensed Engineer Manager

2600 Fresno Street, Room 3043
Fresno, California 93721-3604
(559) 621-8084
www.fresno.gov

# STANDARD ACCESSORY DWELLING UNIT (ADU) PROGRAM

## SUBMITTAL INSTRUCTIONS

1. Review City of Fresno ADU Program Pamphlet for eligibility requirements and ADU model/exterior style selections.
    a. Choose a Plan:
        i. Plan 1 “340 s.f.”– (Template #: 23-TADU-001)
        ii. Plan 2 “499 s.f.”- (Template #: 23-TADU-002)
        iii. Plan 3 “625 s.f.”- (Template #: 23-TADU-003)
        iv. Plan 4 “625 s.f.” over Garage - (Template #: 23-TADU-004)
        v. Plan 5 “1015 s.f.” - (Template #: 23-TADU-005)
2. 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
3. Select “Residential” under “Residential Permits” Category.
    a. Complete Application.
    b. Answer Yes on – “Is this an ADU”? “Is this a Standard Plan ADU”?
    c. Enter Standard ADU record number (i.e., 23-TADU-###) for desired Floor Plan.
    d. Upload Site Plan clearly showing location and orientation of the ADU on the property. See ADU Submittal Requirement Checklist for more information.
    e. Submit Application.
4. The initial plan check process will take approximately 7 business days after the application has moved forward into review.
5. Once the plans are approved a building permit will be issued.

## PLAN CHECK REQUIREMENTS

Use this checklist below to assemble the materials required for your application when submitting in Accela ACA Citizen Access. The following items must be submitted digitally 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 EXHIBITS AT TIME OF APPLICATION SUBMITTAL

1. Plot Plan (Refer to next page for plot plan requirements)
2. Option Table filled out for plan selected.

## NOT REQUIRED AT TIME OF APPLICATION SUBMITTAL, REQUIRED PRIOR TO PERMIT ISSUANCE

1. Property Owner Release and Waiver
2. City of Fresno Affidavit Form
3. Provide School Fee Form from your area’s School District.
4. For plan #5 only a Regional Transportation Mitigation Fee Joint Power Agency Form. *(Will be provided by our staff prior to permit issuance.)*

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# CITY OF FRESNO'S ACCESSORY DWELLING (ADU) PROGRAM REQUIREMENTS FOR PLOT PLAN

*****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 exterior style option.

6 Indicate the locations of the existing main electrical service panel and gas meter that serve the existing home.

7 Provide the location of the new electrical service for the proposed ADU. *(New main electrical service panel is required for City of Fresno ADU Standard Plans.)*

8 Indicate location of the new domestic water line and sanitary sewer line for the proposed ADU.

- 8a **Note:** If connecting to the existing home's domestic water line and sanitary sewer line depict the locations and sizes of the existing water meter, main water line branch, and main sanitary sewer branch. Also, provide the quantity of existing plumbing appliances and fixtures in the existing home.

9 Plans 1 and 3 are the only designs that require a gas line to be installed. The gas line will be size per the pre-approved plan requirements. Depict the points of connection and proposed location gas line for the proposed ADU. Gas service installed and ran from the existing meter location to the point of connection to the ADU residence. Indicate as such or show the location of the new gas meter service to be installed by the utility company.

*****PLEASE NOTE*****

The site is required to provide surface drainage away from the proposed ADU in accordance with the site drainage requirements noted in the pre-approved ADU plans.

# CITY OF FRESNO - PLANNING AND DEVELOPMENT DEPARTMENT PLOT PLAN

DRAW TO SCALE AND DIMENSION

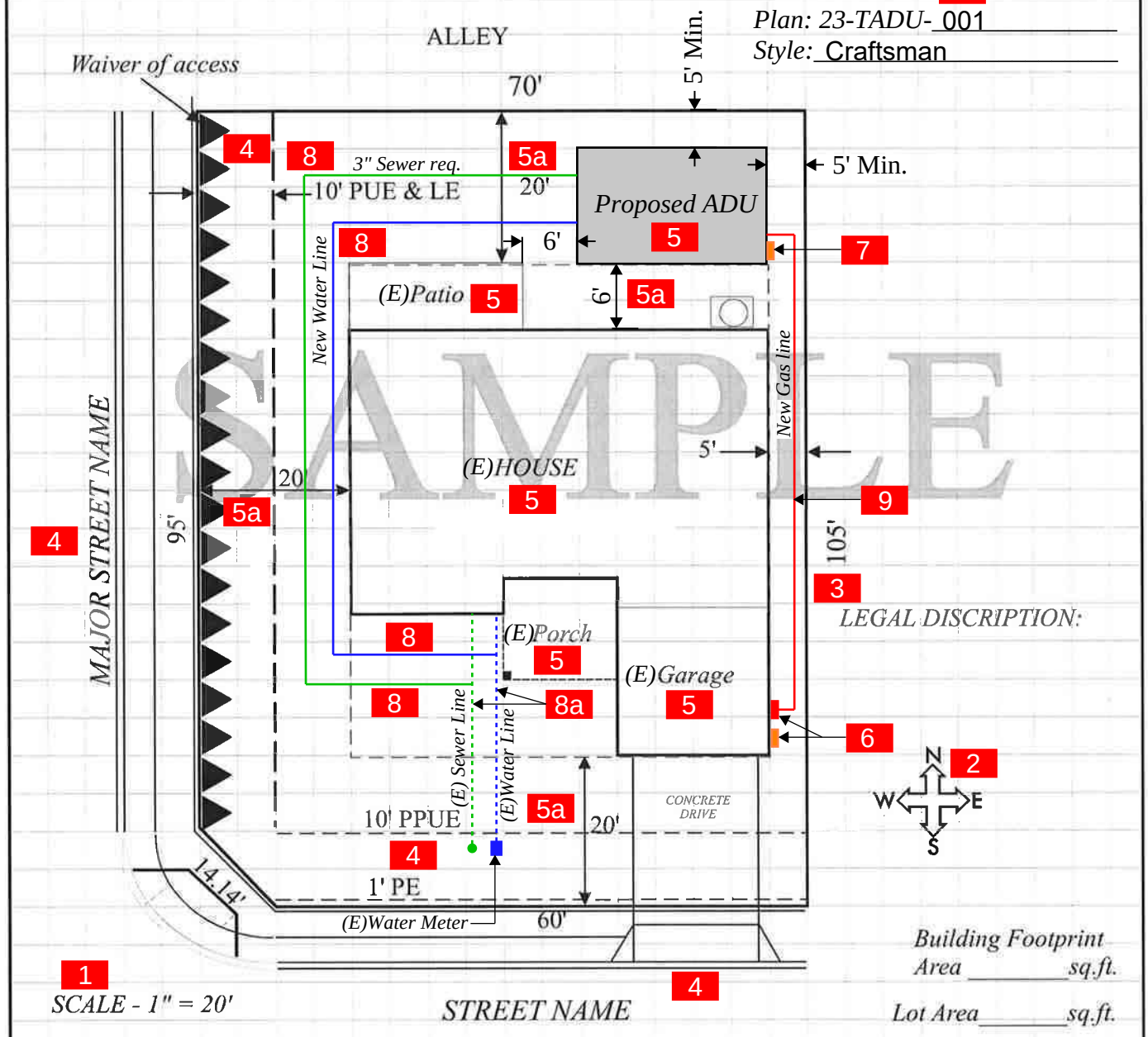
SUGGESTED SCALE - ONE SQUARE = 5 FEET

ANY CHANGES IN THE PLOT PLAN MUST BE A PPROVED BY THE PLANNING DIVISION

5b

*Plan: 23-TADU-* 001

*Style:* Craftsman




*Building Footprint Area* _____ *sq.ft.*

*Lot Area* _____ *sq.ft.*

All easements, structures, utility lines, underground systems and conditions affecting constuction 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 Law (UBC Sec. 302c)

Front yard setback shall be the average of the exising partially built-up block with a minimum set back of _____ ft. as prescribed in Sec. 12-207-5-E-2-b FMC

(Acknowledgement by Permittee _____)

ZONING APPROVAL DATE

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 pavernent 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 then 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) Consturction not permitted less then 30" from the property line.
C) Normal projections allowed to be 5" for each 1'-0" of required yard setback

City of FRESNO

**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: 23-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 tan 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.

# TADU-001 OPTION TABLE

Select options that apply to your site specific building permit.

| | Options | Applicable Sheets for specific option | Yes | No |
|---|---|---|---|---|
| Select One | Gable Exterior Style | A.2, S.2, S.2.1, S.4 | ☐ | ☐ |
| | Craftsman Exterior Style | A.3, S.2, S.2.1, S.4 | ☐ | ☐ |
| | Contemporary Exterior Style | A.4, S.3, S.4 | ☐ | ☐ |
| | Porch | T.1, A.1, A.2, A.3, A.4, S.1, S.2, S.2.1, S.3, S.4 | ☐ | ☐ |
| | Truss Framing (Gable/Craftsman Exterior Style only) | T.1, S.2.1 | ☐ | ☐ |
| Fire Sprinkler System is required for TADU when primary residence has a Fire Sprinkler System installed. | | | | |
| | Does primary residence have fire sprinkler system installed? | | ☐ | ☐ |
| | Fire Sprinkler Plans | FP2.10, FP4.01, FP6.01, FP6.02 | ☐ | ☐ |

*****PLEASE NOTE*****

If connecting to the existing home's domestic water line and sanitary sewer line provide the quantity of existing plumbing appliances and fixtures in the existing home.

## Existing Plumbing Appliances, Appurtenances, or Fixtures Count

| Plumbing Appliances, Appurtenances, or Fixtures | Quanity |
|---|---|
| Bathtub/Shower Combo | |
| Shower (Per Head) | |
| Bidet | |
| Clothes Washer | |
| Dishwasher Domestic | |
| Hose Bibbs | |
| Lavatory | |
| Bar Sinks | |
| Kitchen Sink w/Dishwasher or w/o | |
| Laundry Sink | |
| Water Closet (Flush or Gravity Tank) | |
| Refrigerator | |

# TADU-002 OPTION TABLE

Select options that apply to your site specific building permit.

| | Options | Applicable Sheets for specific option | Yes | No |
|---|---|---|---|---|
| Select One | Gable Exterior Style | A.2, S.2, S.2.1, S.4 | ☐ | ☐ |
| | Craftsman Exterior Style | A.3, S.2, S.2.1, S.4 | ☐ | ☐ |
| | Contemporary Exterior Style | A.4, S.3, S.4 | ☐ | ☐ |
| | Porch | T.1, A.1, A.2, A.3, A.4, S.1, S.2, S.2.1, S.3, S.4 | ☐ | ☐ |
| | Truss Framing (Gable/Craftsman Exterior Style only) | T.1, S.2.1 | ☐ | ☐ |
| Fire Sprinkler System is required for TADU when primary residence has a Fire Sprinkler System installed. | | | | |
| | Does primary residence have fire sprinkler system installed? | | ☐ | ☐ |
| | Fire Sprinkler Plans | FP2.10, FP4.01, FP6.01, FP6.02 | ☐ | ☐ |

*****PLEASE NOTE*****

If connecting to the existing home's domestic water line and sanitary sewer line provide the quantity of existing plumbing appliances and fixtures in the existing home.

## Existing Plumbing Appliances, Appurtenances, or Fixtures Count

| Plumbing Appliances, Appurtenances, or Fixtures | Quanity |
|---|---|
| Bathtub/Shower Combo | |
| Shower (Per Head) | |
| Bidet | |
| Clothes Washer | |
| Dishwasher Domestic | |
| Hose Bibbs | |
| Lavatory | |
| Bar Sinks | |
| Kitchen Sink w/Dishwasher or w/o | |
| Laundry Sink | |
| Water Closet (Flush or Gravity Tank) | |
| Refrigerator | |

# TADU-003 OPTION TABLE

Select options that apply to your site specific building permit.

| Options | | Applicable Sheets for specific option | Yes | No |
|---|---|---|---|---|
| Bedroom 2 | | A.1, S.1, S.2, S.2.1, S.3 | ☐ | ☐ |
| Select One | Gable Exterior Style | A.2, S.2, S.2.1, S.4 | ☐ | ☐ |
| | Craftsman Exterior Style | A.3, S.2, S.2.1, S.4 | ☐ | ☐ |
| | Contemporary Exterior Style | A.4, S.3, S.4 | ☐ | ☐ |
| Porch | | T.1, A.1, A.2, A.3, A.4, S.1, S.2, S.2.1, S.3, S.4 | ☐ | ☐ |
| Truss Framing (Gable/Craftsman Exterior Style only) | | T.1, S.2.1 | ☐ | ☐ |
| Fire Sprinkler System is required for TADU when primary residence has a Fire Sprinkler System installed. | | | | |
| Does primary residence have fire sprinkler system installed? | | | ☐ | ☐ |
| Fire Sprinkler Plans | | FP2.10, FP4.01, FP6.01, FP6.02 | ☐ | ☐ |

*****PLEASE NOTE*****

If connecting to the existing home's domestic water line and sanitary sewer line provide the quantity of existing plumbing appliances and fixtures in the existing home.

## Existing Plumbing Appliances, Appurtenances, or Fixtures Count

| Plumbing Appliances, Appurtenances, or Fixtures | Quanity |
|---|---|
| Bathtub/Shower Combo | |
| Shower (Per Head) | |
| Bidet | |
| Clothes Washer | |
| Dishwasher Domestic | |
| Hose Bibbs | |
| Lavatory | |
| Bar Sinks | |
| Kitchen Sink w/Dishwasher or w/o | |
| Laundry Sink | |
| Water Closet (Flush or Gravity Tank) | |
| Refrigerator | |

# TADU-004 OPTION TABLE

Select options that apply to your site specific building permit.

| Options | | Applicable Sheets for specific option | Yes | No |
|---|---|---|---|---|
| Bedroom 2 | | A.1, S.3, S.3.1, S.4 | ☐ | ☐ |
| Select One | Gable Exterior Style | A.2, S.3, S.3.1, S.5, S.5.1 | ☐ | ☐ |
| | Craftsman Exterior Style | A.2, S.3, S.3.1, S.5, S.5.2 | ☐ | ☐ |
| | Contemporary Exterior Style | A.4, S.4, S.6 | ☐ | ☐ |
| Porch (2nd Floor) | | T.1, A.1, A.2, A.3, A.4, S.1, S.3, S.3.1, S.4, S.5, S.5.1, S.6 | ☐ | ☐ |
| Truss Framing (Gable/Craftsman Exterior Style only) | | T.1, S.3.1, S.5.1 | ☐ | ☐ |
| Fire Sprinkler System is required for TADU when primary residence has a Fire Sprinkler System installed. | | | | |
| Does primary residence have fire sprinkler system installed? | | | ☐ | ☐ |
| Fire Sprinkler Plans | | FP2.10, FP4.01, FP6.01, FP6.02 | ☐ | ☐ |

*****PLEASE NOTE*****

If connecting to the existing home's domestic water line and sanitary sewer line provide the quantity of existing plumbing appliances and fixtures in the existing home.

## Existing Plumbing Appliances, Appurtenances, or Fixtures Count

| Plumbing Appliances, Appurtenances, or Fixtures | Quanity |
|---|---|
| Bathtub/Shower Combo | |
| Shower (Per Head) | |
| Bidet | |
| Clothes Washer | |
| Dishwasher Domestic | |
| Hose Bibbs | |
| Lavatory | |
| Bar Sinks | |
| Kitchen Sink w/Dishwasher or w/o | |
| Laundry Sink | |
| Water Closet (Flush or Gravity Tank) | |
| Refrigerator | |

# TADU-005 OPTION TABLE

Select options that apply to your site specific building permit.

| Options | | Applicable Sheets for specific option | Yes | No |
|---|---|---|---|---|
| Study | | A.1, S.3 | ☐ | ☐ |
| Select One | Gable Exterior Style | A.2, S.3, S.4, S.4.1, S.7, S.7.1 | ☐ | ☐ |
| | Craftsman Exterior Style | A.3, S.3, S.4, S.4.1, S.7, S.7.1 | ☐ | ☐ |
| | Contemporary Exterior Style | A.4, S.5, S.6, S.7 | ☐ | ☐ |
| Enlarged Porch | | T.1, A.1, A.2, A.3, A.4, S.1, S.3, S.4, S.4.1, S.5, S.6, S.7, S.7.1 | ☐ | ☐ |
| Truss Framing (Gable/Craftsman Exterior Style only) | | T.1, S.4.1, S.7.1 | ☐ | ☐ |
| Fire Sprinkler System is required for TADU when primary residence has a Fire Sprinkler System installed. | | | | |
| Does primary residence have fire sprinkler system installed? | | | ☐ | ☐ |
| Fire Sprinkler Plans | | FP2.10, FP4.01, FP6.01, FP6.02 | ☐ | ☐ |

*****PLEASE NOTE*****

If connecting to the existing home's domestic water line and sanitary sewer line provide the quantity of existing plumbing appliances and fixtures in the existing home.

## Existing Plumbing Appliances, Appurtenances, or Fixtures Count

| Plumbing Appliances, Appurtenances, or Fixtures | Quanity |
|---|---|
| Bathtub/Shower Combo | |
| Shower (Per Head) | |
| Bidet | |
| Clothes Washer | |
| Dishwasher Domestic | |
| Hose Bibbs | |
| Lavatory | |
| Bar Sinks | |
| Kitchen Sink w/Dishwasher or w/o | |
| Laundry Sink | |
| Water Closet (Flush or Gravity Tank) | |
| Refrigerator | |

**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 _____