

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

STANDARD PRE-APPROVED DUPLEX PLAN AND COTTAGE COURT

The City of Fresno offers a selection of pre-approved plans for duplexes in a variety of sizes and styles. These plans can also be used in combination with the City's pre-approved plans for Accessory Dwelling Units (ADUs) to build small courtyard-style developments known as Cottage Courts. Sample courtyard plans are provided and additional information about pre-approved ADU plans is available at <https://www.fresno.gov/planning/adu-program>.

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

DISCLAIMER:

The site plans provided are conceptual examples based on the City of Fresno's pre-approved duplex and accessory dwelling unit (ADU) plans. Actual site conditions, layouts, dimensions, and other parameters may differ from those depicted. All proposed projects submitted by applicants will be subject to formal review and approval by the relevant departments within the City of Fresno. Compliance with all applicable provisions of the Fresno Municipal Code and the California Building Standards Code is required. Projects with more than 4 total dwelling units and sites with an increased scope of work/complexity may require additional review timeframes. This determination will be made by the relevant departments within the City of Fresno.

The City of Fresno does not have a pre-approved garage plan; it will be the applicant's responsible for developing their own construction documents for the garage structure if needed to meet the off-street parking requirements.

STEP 1 – PLANNING DIVISION REQUIREMENTS

1. Review the City of Fresno Pre-Approved Duplex and Cottage Court Plans with the Planning Division to verify the requirements and eligibility for your parcel's zoning district.
2. For questions concerning zoning, addressing, and general municipal code requirements contact the Planning Division at Planning@fresno.gov or 559-621-8277.

STEP 2 – FRESNO FIRE PREVENTION DIVISION REQUIREMENTS

Plans must comply with Section R313.2 of the California Residential Code for automatic fire sprinkler systems in one- and two-family dwellings:

1. Submit fire sprinkler plans to the City of Fresno Fire Prevention Division for review and approval.
2. Obtain a fire sprinkler permit from the City of Fresno Fire Prevention Division.
3. Include the approved fire sprinkler plan in the building plans prior to building plan approval.
4. Obtain fire sprinkler final inspection approval prior to the building final.
5. Installations must also comply with FFD Policy Section 405. FFD Policies can be found at: <https://www.fresno.gov/fire-training/manuals-and-forms/>.

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

Additional information:

1. It is the permit applicant's obligation to confirm and comply with all fire and life safety provisions as well as FFD policies per the currently adopted version of the CFC. See CFC §106.2.3
2. Your project will be reviewed by the Fire Department only for requirements related to fire apparatus access to the building(s) on site.
3. All building openings must be accessible within 200 feet of a public street, private driveway, or other approved access. (FFD Development Policy 403.002)
4. Where a portion of the facility or building constructed or moved into or within the jurisdiction is more than 400 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains must be provided where required by the fire code official.
 - **Exception:** For Group R-3 and Group U occupancies, *equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.1.2 or 903.3.1.3*, the distance requirement shall *be not more than 600 feet (183 m)*. CFC 507.5.1
5. An approved water supply capable of supplying the required fire flow for fire protection must be provided to premises on which facilities, buildings or portions of buildings are constructed or moved into or within the jurisdiction. CFC 507.1

STEP 3 – BUILDING DIVISION GRADING & SITE UTILITY PERMITS REQUIREMENTS

1. A separate grading permit application will be required for new developments and infill lots. See grading permit application requirements by clicking [here](#).
2. Parcels containing more than four total dwelling units may be required to submit a separate site utility permit application. This determination will be made by the Building and Safety Division staff based on the scope and complexity of the project.

STEP 4 BUILDING DIVISION SUBMITTAL INSTRUCTIONS

1. 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://aca-prod.accela.com/FRESNO/Default.aspx>
2. Select "Residential" under "Residential – New / Addition / Alteration / ADU" category.
 - a. Complete the application.
 - b. Answer Yes to "City of Fresno Pre-Approved Duplex Plan?"
 - c. Input the Duplex Pre-Approved Plan Template Number: (e.g., 25-TEMP-026) for the desired Pre-Approved Plan.
 - d. Upload the required exhibits at the time of application submittal. (See the list of required exhibits below.)
 - e. Submit the application.
3. The initial plan check process will take approximately 14 business days after the application has moved forward into review.
4. Once the plans are approved, an invoice for permit fees will be issued, and the building permit will be released upon payment.
5. Questions concerning submittal requirements and general California code requirements contact the Building and Safety Division at building@fresno.gov or 559-621-8084.

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

PLAN CHECK REQUIREMENTS

Use this checklist to assemble the materials required for your application when submitting it to Accela Citizen Access (ACA). 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 THE TIME OF APPLICATION SUBMITTAL

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

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

1. Approved fire sprinkler plan shall be included in building plans prior to building plan approval.
2. Approved grading plan shall be included in the building plans prior to building plan approval. If applicable based on the project scope, an approved site utility plan must also be included.
3. Property Owner Release and Waiver
4. City of Fresno Affidavit Form
5. Provide School Fee Form from your area's School District.
6. Regional Transportation Mitigation Fee Joint Power Agency Form. *(will be provided by our staff prior to permit issuance.)*

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

PLOT PLAN REQUIREMENTS FOR CITY OF FRESNO'S DUPLEX & COTTAGE COURT

*****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 a North Arrow.
- 3** Provide the accurate shape and dimensions of the entire property. Property lines should be drawn with bold linework to clearly delineate the property boundaries.
- 4** Indicate any public or private roads, access easements, alley, and/or driveway locations.
- 5** Indicate the size, dimensions, and location of all new and existing structures on the property. Label buildings (e.g., Proposed Duplex, Garage, and ADU(s)).
 - 5a** Identify the distance from property lines and other structures.
 - 5b** Identify which pre-approved plan you are proposing and the exterior style option.
- 6** Provide the location of the new electrical service for the proposed Duplex. *(A new dual meter main electrical service panel is required for each City of Fresno Duplex Standard Plan.)*
- 7** Indicate the location of the new domestic water line and sanitary sewer line for the proposed Duplex.

*If you are incorporating **ADU(s)** into your development, please review and incorporate the applicable items below:*
- 8** Provide the location of the new electrical service for the proposed ADU(s). *(A new main electrical service panel is required for each City of Fresno ADU pre-approved plan.)*
- 9** Indicate the location of the new domestic water line and sanitary sewer line for the proposed ADU(s).

Plans 1 and 3 are the only pre-approved ADU plans that require a gas line to be installed. The gas line will be sized per the pre-approved ADU plan requirements. Indicate as such or show the location of the new gas meter service on the plot plan that will be installed by the utility company.

STYLE OPTIONS FOR DUPLEX

Select options that apply to your site specific building permit.

| Options | | Applicable Sheets for specific option | Yes | No |
|------------------------------|-----------------------------|--|-----|----|
| Unit 1 Alternate Entry/Porch | | T.1, A.1, A.2, A.3, A.4, S.1, S.3, S.4, S.5, S.6, S.7, P.1, P.2, M.1, M.3, M.6, E.1, | | |
| Select One | Gable Exterior Style | A.2, S.3, S.4, M.2 or M.3 (Option Unit 1 Alternate Entry/Porch), M.4 | | |
| | Craftsman Exterior Style | A.3, S.3, S.4, M.2 or M.3 (Option Unit 1 Alternate Entry/Porch), M.4 | | |
| | Contemporary Exterior Style | A.4, S.5, S.6, S.7, M.5 or M.6 (Option Unit 1 Alternate Entry/Porch), M.7 | | |

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ALLEY WIDTH.

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

EXISTING DOMESTIC WATER OR SANITARY SEWER COMING FROM ALLEY MAY BE REQUIRED TO RELOCATE THE FRONT STREET SIDE OF THE PROPERTY. VERIFY WITH PUBLIC UTILITY DEPARTMENT FOR REQUIREMENTS.

4'-0" WIDE GATE REQUIRED PER FRESNO FIRE DEPARTMENT REQUIREMENTS.

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

PROPOSED PORCH ≈ 75 SF

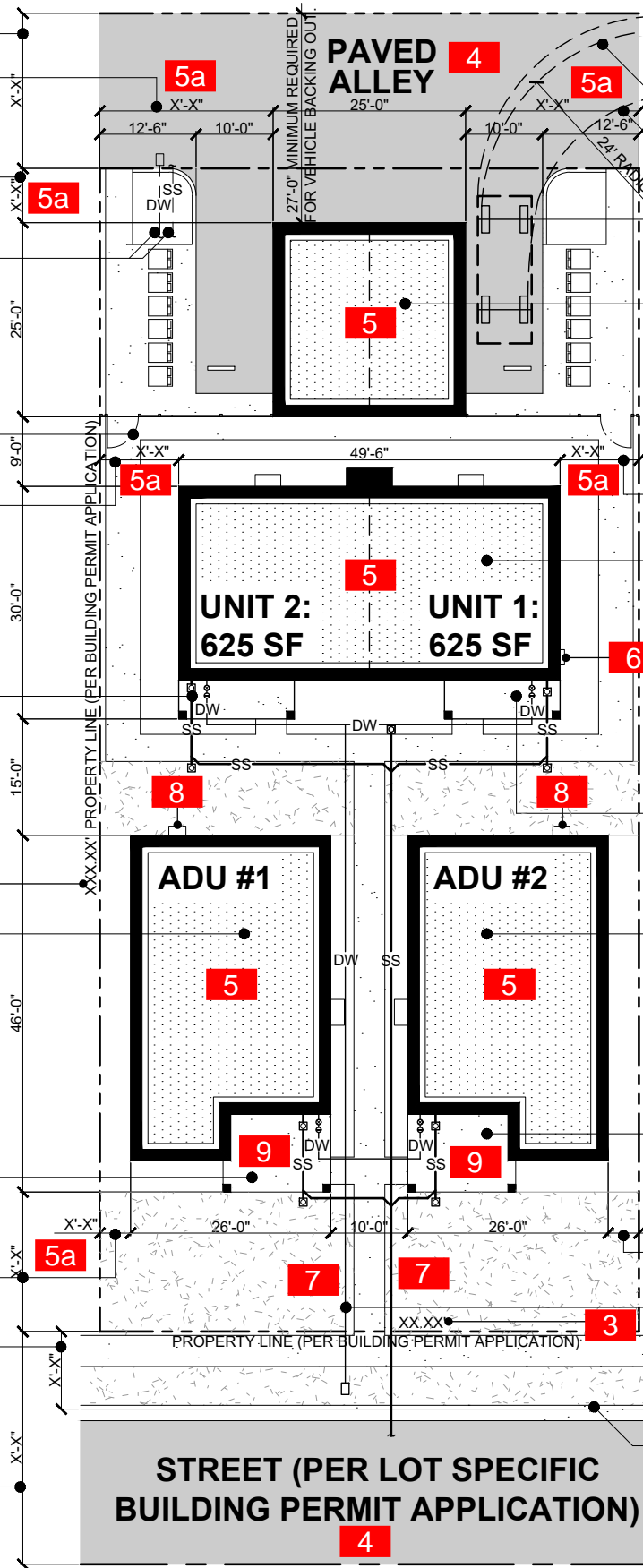
PROPOSED ADU ≈ 1,015 SF
PLAN: 23-TADU-005
STYLE: CRAFTSMAN

PROPOSED PORCH ≈ 134 SF

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES WIDTH OF THE SIDEWALK PATTERN. CURB, GUTTER, AND SIDEWALK MUST BE INSTALLED PER PUBLIC WORKS STANDARDS.

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES STREET WIDTH AND DETERMINE WHETHER THE STREET IS CLASSIFIED AS A MAJOR OR LOCAL STREET.



PROPOSED GARAGE ≈ 625 SF

PROPOSED DUPLEX ≈ 1,250 SF
PLAN: 25-TEMP-026
STYLE: CRAFTSMAN

PROPOSED PORCH ≈ 75 SF

PROPOSED ADU ≈ 1,015 SF
PLAN: 23-TADU-005
STYLE: CRAFTSMAN

PROPOSED PORCH ≈ 134 SF

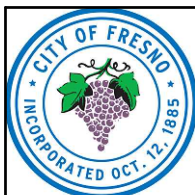
PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

ONE MASTER WATER METER TO BE INSTALLED FOR ALL UNITS (PER PUBLIC WORKS STANDARDS) W/PRIVATE SUB-METERS TO MEASURE THE WATER USAGE OF EACH INDIVIDUAL DWELLING UNIT.

VERIFY YOUR PROPERTIES STREET FRONTAGE HAS SUFFICIENT SPACE FOR ALL TRASH BINS. PER PUBLIC UTILITIES DEPARTMENT REQUIREMENTS.

SITE PLAN

EXAMPLE 1



OWNER:

NAME: _____

ADDRESS: _____

PHONE #: _____

PROJECT DATA:

APN: _____ **LOT COVERAGE:** _____

ZONING: _____

PROJECT ADDRESS: _____

SITE AREA: _____

SCALE:

1" = X'-X"

A north arrow pointing upwards and a scale bar representing 1 inch equals X feet and X inches.

SHEET NO.

0.1

DATE: 24-Jul-25

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

PROPOSED PORCH ≈ 75 SF

PROPOSED ADU ≈ 499 SF
PLAN: 23-TADU-002
STYLE: CONTEMPORARY

PROPOSED PORCH ≈ 50 SF

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

DRIVEWAY MUST BE PERPENDICULAR TO THE STREET FOR THE FIRST 20 FEET BEHIND THE PROPERTY LINE. PER PUBLIC WORKS REQUIREMENTS. PROVIDE DIMENSION, VERIFY YOUR PROPERTIES WIDTH OF THE SIDEWALK PATTERN.

DRIVEWAY APPROACH PER PUBLIC WORKS STANDARDS.

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES STREET WIDTH AND DETERMINE WHETHER THE STREET IS CLASSIFIED AS A MAJOR OR LOCAL STREET.

DRIVEWAY APPROACH DIMENSION IS DEPENDENT ON STREET CLASSIFICATION (MAJOR OR LOCAL)

STREET (PER LOT SPECIFIC BUILDING PERMIT APPLICATION)

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

PROPOSED DUPLEX ≈ 1,250 SF
PLAN: 25-TEMP-026
STYLE: CONTEMPORARY

PROPOSED PORCH ≈ 75 SF

PROPOSED GARAGE ≈ 625 SF

PROPOSED ADU ≈ 499 SF
PLAN: 23-TADU-002
STYLE: CONTEMPORARY

PROPOSED PORCH ≈ 50 SF

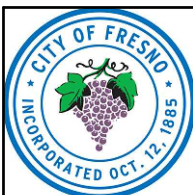
PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

ONE MASTER WATER METER TO BE INSTALLED FOR ALL UNITS (PER PUBLIC WORKS STANDARDS) W/PRIVATE SUB-METERS TO MEASURE THE WATER USAGE OF EACH INDIVIDUAL DWELLING UNIT.

VERIFY YOUR PROPERTIES STREET FRONTAGE HAS SUFFICIENT SPACE FOR ALL TRASH BINS. PER PUBLIC UTILITIES DEPARTMENT REQUIREMENTS.

SITE PLAN

EXAMPLE 3

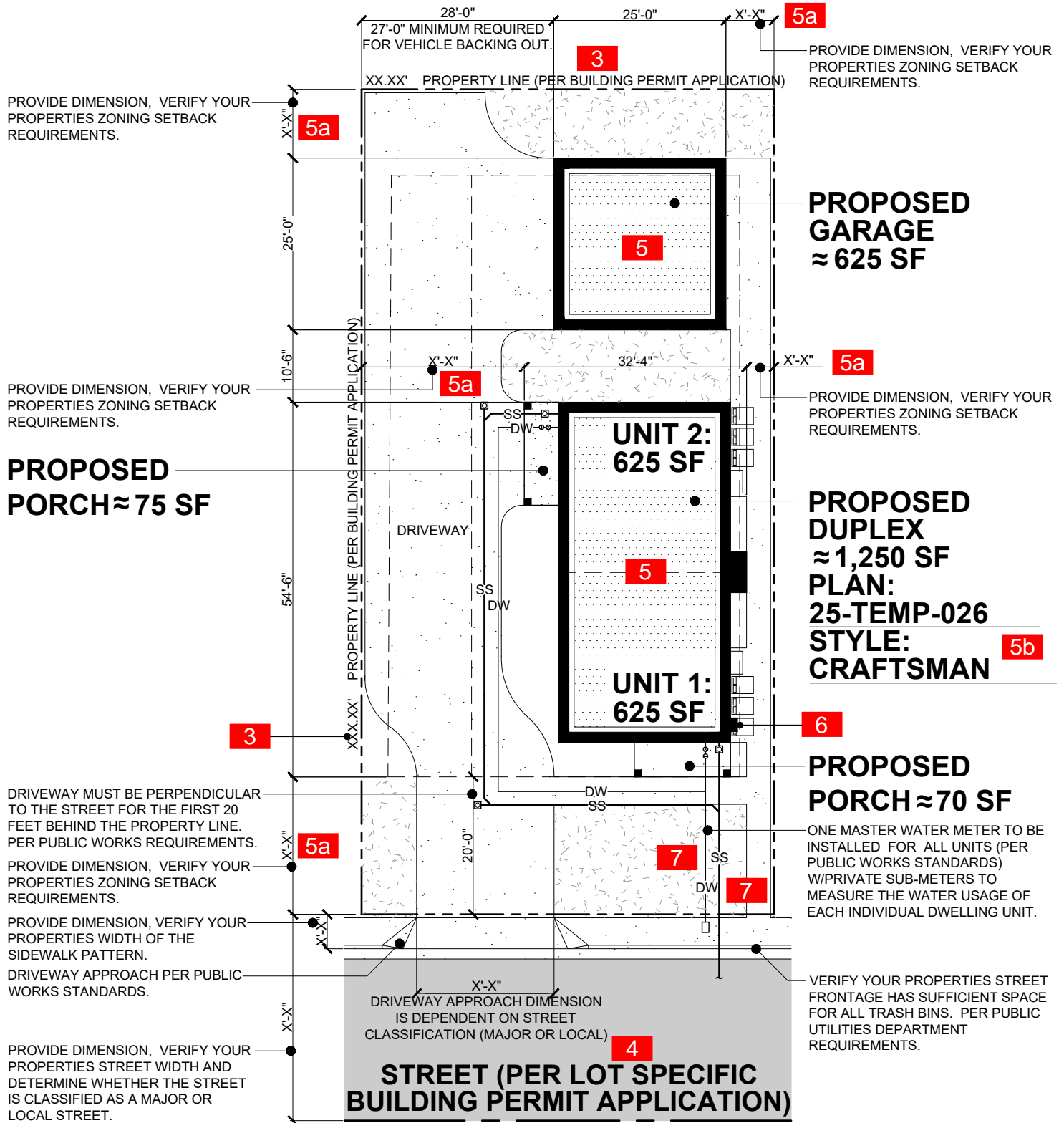


| | |
|----------|--|
| OWNER: | |
| NAME: | |
| ADDRESS: | |
| PHONE #: | |

| | |
|------------------|---------------|
| PROJECT DATA: | |
| APN: | LOT COVERAGE: |
| ZONING: | |
| PROJECT ADDRESS: | |
| SITE AREA: | |

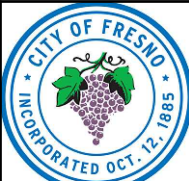
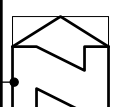
| |
|----------|
| SCALE: |
| 1"=X'-X" |
| |

| |
|-----------------|
| SHEET NO. |
| 0.3 |
| DATE: 24-Jul-25 |



SITE PLAN

EXAMPLE 4

| | | | | | |
|--|----------|---------------|------------------|---|-------------------------|
|  | OWNER: | PROJECT DATA: | | SCALE: • 1" = X'-X" | SHEET NO. 0.4 |
| | NAME: | APN: | LOT COVERAGE: | | |
| | ADDRESS: | ZONING: | PROJECT ADDRESS: |  | DATE: 24-Jul-25 |
| | PHONE #: | SITE AREA: | | | |

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.
 PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ALLEY WIDTH.

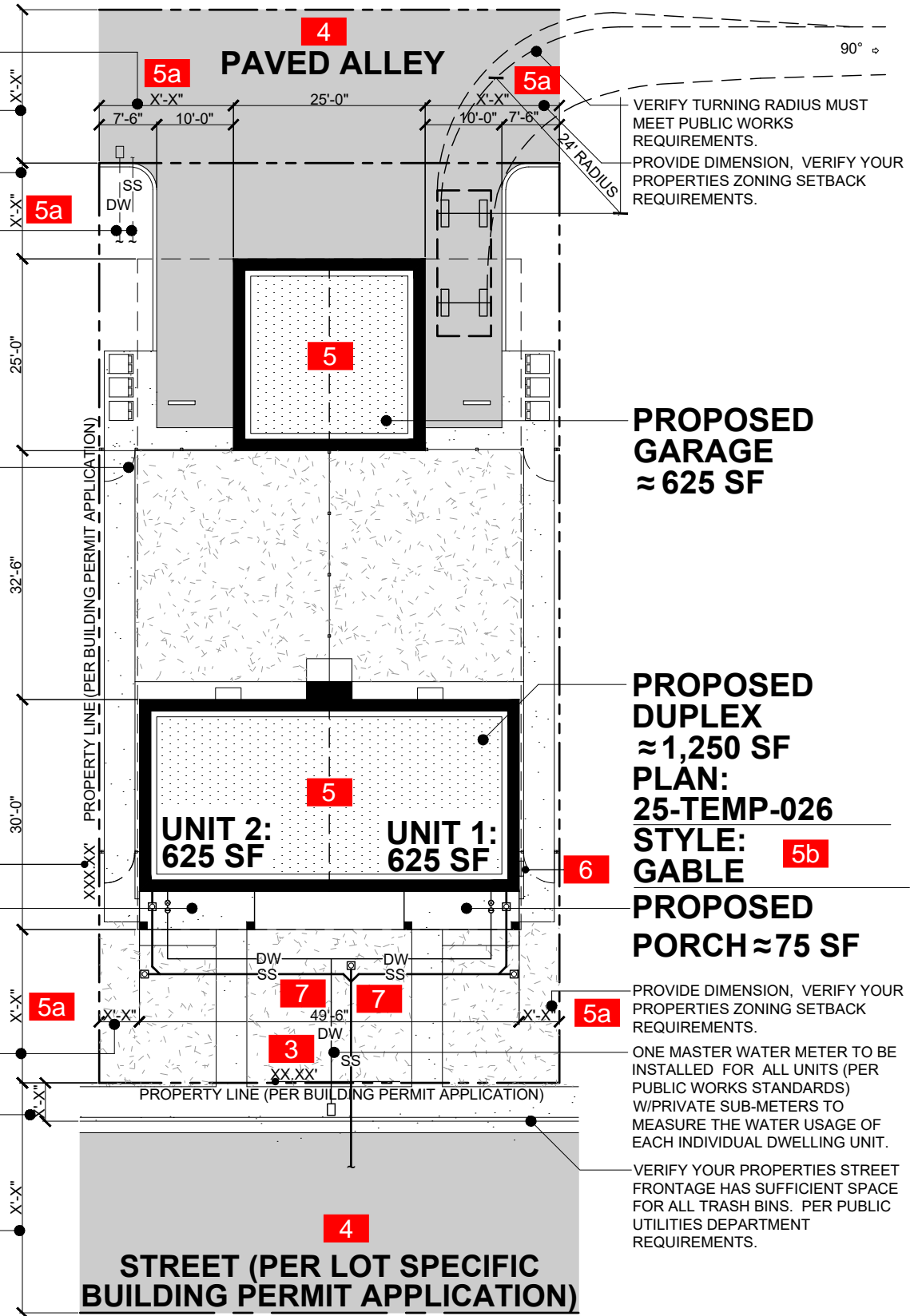
PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.
 EXISTING DOMESTIC WATER OR SANITARY SEWER COMING FROM ALLEY MAY BE REQUIRED TO RELOCATE THE FRONT STREET SIDE OF THE PROPERTY. VERIFY WITH PUBLIC UTILITY DEPARTMENT FOR REQUIREMENTS.

4'-0" WIDE GATE REQUIRED PER FRESNO FIRE DEPARTMENT REQUIREMENTS.

PROPOSED PORCH ≈ 75 SF

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.
 PROVIDE DIMENSION, VERIFY YOUR PROPERTIES WIDTH OF THE SIDEWALK PATTERN.

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES STREET WIDTH AND DETERMINE WHETHER THE STREET IS CLASSIFIED AS A MAJOR OR LOCAL STREET.



VERIFY TURNING RADIUS MUST MEET PUBLIC WORKS REQUIREMENTS.
 PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.

PROPOSED GARAGE ≈ 625 SF

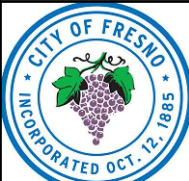
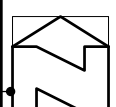
PROPOSED DUPLEX ≈ 1,250 SF
PLAN: 25-TEMP-026
STYLE: GABLE

PROPOSED PORCH ≈ 75 SF

PROVIDE DIMENSION, VERIFY YOUR PROPERTIES ZONING SETBACK REQUIREMENTS.
 ONE MASTER WATER METER TO BE INSTALLED FOR ALL UNITS (PER PUBLIC WORKS STANDARDS) W/PRIVATE SUB-METERS TO MEASURE THE WATER USAGE OF EACH INDIVIDUAL DWELLING UNIT.
 VERIFY YOUR PROPERTIES STREET FRONTAGE HAS SUFFICIENT SPACE FOR ALL TRASH BINS. PER PUBLIC UTILITIES DEPARTMENT REQUIREMENTS.

SITE PLAN

EXAMPLE 5

| | | | | | |
|--|----------|------------------|---------------|---|--|
|  | OWNER: | PROJECT DATA: | | SCALE: | SHEET NO. 0.5 DATE: 24-Jul-25 |
| | NAME: | APN: | LOT COVERAGE: | 1"=X'-X" | |
| | ADDRESS: | ZONING: | |  | |
| | PHONE #: | PROJECT ADDRESS: | | | |
| | | SITE AREA: | | | |

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

CITY OF FRESNO STANDARD PRE-APPROVED DUPLEX PLAN
PROPERTY OWNER RELEASE AND WAIVER

To whom it may concern:

The property owner acknowledges that the City of Fresno is making the Duplex Plans ("Duplex 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 Duplex Plans under the Middle Housing 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: _____

Duplex 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 _____