



**PERMIT READY ADU
CHECKLIST
B-75**

Development Services

Building Division
1635 Faraday Avenue
www.carlsbadca.gov

This form shall be completed to utilize the “Permit Ready” Accessory Dwelling Unit (ADU) Program and submit a building permit application to construct a new detached ADU. This checklist summarizes the items that a Property Owner, authorized Contractor, or authorized Agent of the Property Owner/Contractor will need to submit as a part of the Permit Ready ADU Program. This checklist should be included with your submission, as well as the various forms attached to this checklist (when applicable).

The Permit Ready ADU Program offers a selection of pre-approved, permit-ready ADU building plans that can be downloaded free-of-charge. Because these Permit Ready ADU plans have been pre-plan checked and approved under the current edition of the California Building Standards Code, they are eligible for expedited processing and lower building plan check fees, resulting in cost savings. Proposals that modify the pre-approved, permit ready ADU building plans are not eligible for expedited processing and should not utilize this form.

Prior to completing this form, please consult with the appropriate design professionals to prepare a plot/site plans and any necessary grading plans or technical studies. Because your project may have unique features despite adhering to the pre-approved permit-ready building plans, your project may require additional approvals and fees from other agencies or city departments.

For more information, please review ADU Info Bulletin ([IB-111](#)).

For ADU plans designed by a licensed professional or designer, please see the Building Division’s submittal requirements for more information on what items will be needed to be provided to obtain and secure a permit.

Assessor’s Parcel Number: _____

Site Address: _____

Applicant’s Name: _____

Please check the appropriate box(es) to indicate the type of application(s) requested.

Permit Ready ADU Size: Studio One Bedroom Two Bedroom Three Bedroom

Permit Ready ADU Architectural Style: Farmhouse Spanish Contemporary

Please use the following checklist (Part 1 and Part 2) to assist in preparing your plans. Submit the completed checklist as part of the building permit application submittal.

PART 1 The items listed below are to be included on the Title Sheet and/or the Site Plan as part of your Permit Ready ADU building permit 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.

Information to be included on Title Sheet or Plans	Planning and Building	Vicinity Map	<input type="checkbox"/> Provided	Provide vicinity map showing major cross streets.
		North Arrow	<input type="checkbox"/> Provided	The north direction should be towards the top of the sheet unless infeasible.
		Legend	<input type="checkbox"/> Provided	
		Scale	<input type="checkbox"/> Provided	All plans must be legible and drawn to scale, not to exceed 1" = 40' or 1/8" = 1'
		Assessor Parcel Number (APN)	<input type="checkbox"/> Provided	
		Site Address	<input type="checkbox"/> Provided	
		Zoning (and any special overlays)	<input type="checkbox"/> Provided	Provide the existing zoning designation. If P-C Zone, indicate the Specific Plan or Master Plan the project is within (e.g., Villages of La Costa Master Plan)
		Coastal Zone (if applicable)	<input type="checkbox"/> Provided (if in CZ) <input type="checkbox"/> N/A	Indicate if property is located in the Coastal Zone. Minor CDP approval may be required for ADUs within the coastal zone. Please contact Planning Front Counter for more info at 442-339-2610. If a Minor CDP is obtained, include Planning Case No. on Title Sheet.
		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. When roadway dedication is required, show the dedication line (new property line).
		Setbacks	<input type="checkbox"/> Provided	Labeled, dimensioned, and measured from ultimate right-of way or access easement. See ADU Info Bulletin (IB-111) for applicable development standard.
		Street and Alley Centerline(s)	<input type="checkbox"/> Provided	Plot access location and street.
		Easements	<input type="checkbox"/> Provided	Plot any easements identified in the Title Report, such as private access road, utility, storm drain, etc.
		Calculations of 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.
Calculations of Floor Area of Garage and All Accessory Structures	<input type="checkbox"/> Provided	Floor area/square footage of all existing and proposed buildings.		

Information to be included on Title Sheet or Plans

Planning and Building

Lot Coverage	<input type="checkbox"/> Provided	<p>Total building square footage coverage 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). See ADU Info Bulletin (IB-111) for applicable development standard.</p>
Onsite Parking Required	<input type="checkbox"/> Provided <input type="checkbox"/> N/A. Parking Exemption Applied.	<p>Provide a breakdown of required parking and indicate parking location and dimensions on the site plan. Indicate if the property is exempt from providing parking on the plans. See ADU Info Bulletin (IB-111) for exemption criteria.</p>
Existing and Proposed Structures	<input type="checkbox"/> Provided	<p>Plot existing and proposed structures on the property. Show existing structures adjacent to property line that would be affected by the development.</p>
Height of Structures, Fences, and Retaining Walls	<input type="checkbox"/> Provided	<p>Provide existing and proposed heights from existing topography. Call out wall and/or fence structure color and material that is proposed.</p>
Architectural elevations	<input type="checkbox"/> Provided	<p>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. See the city's Guide to Measuring Building Height for more information.</p>
Solar	<input type="checkbox"/> Provided <input type="checkbox"/> N/A. Deferred.	<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. Deferred submittal permitted through the submission Form B-15. Please contact Building at 442-339- 2719.</p>
Utility Equipment and Panel Upgrade	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<p>Show utility equipment on site plan. Check with SDG&E to determine if a panel upgrade is required. If a panel upgrade is required, an electrical plan is required if the equipment is rated 600 amperes or more.</p>

Information to be included on Title Sheet or Plans	Fire	Fire Sprinklers Required	<input type="checkbox"/> Provided <input type="checkbox"/> N/A. Deferred.	Deferred submittal permitted. Please contact Carlsbad Fire & Life Safety Division at 442-339-2665.	
	Land Development Engineering		Cross Section to Property Line	<input type="checkbox"/> Provided	Provide cross section perpendicular to the proposed ADU from the property line(s) on each side to show topography, distance to other structures, slopes, drainage, and property lines.
			Grading Quantities	<input type="checkbox"/> Provided	Indicate total earthwork (cut, fill, import, export, and remedial) in cubic yards and the total area of land disturbance in square feet.
			Grading, Drainage and Contour Information	<input type="checkbox"/> Provided	Provide sufficient existing/proposed contours or ground elevations to show earthwork and define both onsite and offsite drainage pattern. Show drainage conveyance. If a grading permit is required (see grading permit information in Part 2 of this form), design building plans consistent with the approved grading plan (and include Land Development Engineering Permit No. on Title Sheet). If a grading permit is not required, identify why the project is exempt on the plans.
			Utility Connections (Water, Gas, and Electric)	<input type="checkbox"/> Provided	Indicate and plot distance in feet from connection to ADU, including water connection, gas connection (gas isometric drawing), and electric connection. Indicate calculations for public meters/lines. Provide locations of existing and new meters/pipe sizes. If installing new meters, utility provider work orders may be needed.
			Sewer Lateral Required	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	Installation of new 4" sewer lateral may be required. Verify with your sewer district. If required, provide location and connection point.

PART 2 In addition to the Title Sheet checklist items listed above, each Permit Ready ADU building permit application submitted to the Building Division must have required documentation, forms, and information included in the application packet before it will be accepted for intake processing. Project review will not begin unless a duly filed application has been accepted by the Building Division. If you are missing documents or required information, including payment of fees, the city will not accept your application.

Full Sets of digital plans	<input type="checkbox"/> Provided	All drawings and text to be legible and drawn to scale.
Current Grant Deed	<input type="checkbox"/> Provided	Required for preparation of the ADU Covenant.
Copy of Recent Title Report	<input type="checkbox"/> Provided	Title Report must have been completed within the last six months.

Housing Tracking Form (Form P-20)	<input type="checkbox"/> Provided	Fill out form for submittal package.
Construction and Debris Waste Management Plan (Form B-59)	<input type="checkbox"/> Provided	Fill out form for submittal package.
Electrical Panel Upgrade (if applicable)	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	Provide a SDG&E work order prior to permit issuance.
Grading Plans	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	Plans shall comply with all requirements listed on the grading permit requirements checklist. See Sections 15.16.060 and 15.16.062 of the Carlsbad Municipal Code.
Geotechnical Soils Report	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	Detached single-story ADUs with a gross floor area of 500 square feet or less (i.e., studio floor plan) do not require a soil investigation report and need only to comply with the conventional foundation construction provisions of the California Residential Code or Building Code. Detached single-story ADUs of more than 500 square feet, but less than or equal to 750 square feet (i.e., one bedroom floor plan) also may not require a soil investigation report; however, prescriptive minimum design requirements may apply. Detached ADUs adjacent to geotechnical hazards, including those near slopes, or on a bluff, etc. require a geotechnical investigation report, regardless of size. Review the city's handout (B-64 form) for more information.
Storm Water Standards Questionnaire (Form E-34)	<input type="checkbox"/> Provided	Fill out form for submittal package. Submit required form or report required by the questionnaire.
ADU Notice of Restrictions (Signed and Notarized)	<input type="checkbox"/> Provided	Notice will be prepared by the Planning Division after application submittal. Notice must be signed and notarized prior to building permit issuance. Please contact Planning Division at 442-339-2610 or Planning@carlsbadca.gov for more information.
Applicable Plan Check Fees	<input type="checkbox"/> Provided	A building permit plan check review fee needs to be paid when you are applying for your permit.

APPLICANT CERTIFICATIONS:

CHECK EACH BOX

- By submitting this form, I certify that I have a legal or equitable interest in the building permit application.
- I have read this form in its entirety and reviewed the building permit application and the information I have provided is correct. This certifies that the description of the project and all the plans and supporting documentation are accurate in all material respects as of the date when made. I understand that it is my responsibility to ensure that statements and representations are not misleading.
- I have read the foregoing and understand that the Permit-Ready ADU Program encourages the construction of ADUs by offering a series of pre-approved, building code compliant ADU construction plans with a variety of floor plan and exterior finishes. The program includes permit ready building plans, floor plans and architectural styles that will help streamline the approval process and reduce the cost to design and permit the project. I understand that if the permit ready building plans, floor plans and architectural styles plans are modified, the building permit application is not eligible for streamlining and it would be subject to additional plan review and fees.
- I understand that if a building permit application expires and there is interest in proceeding with the same project, a new application will be required and the project will be subject to new fees and regulations that are in effect at the time the new application is submitted. There is no guarantee that a new submittal may qualify for the same Permit-Ready ADU Program.
- I agree to indemnify, defend and hold harmless the city and its officials, officers, agents and employees, and the architect who prepared the construction documents (“indemnified Parties”) from any claims, causes of action or damages/cost arising from the city’s Permit-Ready ADU Program including direct or consequential damages arising out of or related to the review, planning, project financing, selection of contractors or materials, suitability of onsite conditions, job safety, or any other use of the construction documents. I waive all rights of subrogation and contribution against the Indemnified Parties while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed, regardless of any prior, concurrent or subsequent passive negligence by the Indemnified Parties.

By signing below, I acknowledge that I have completely read, understand, and agree to the declarations above and accept all terms set forth herein.

Applicant’s Name: _____

Applicant’s Address: _____

Phone No. and Email Address: _____

Signature of Applicant

Date: _____

FOR CITY USE ONLY

Receipt Acknowledgement: _____ Date: _____

BUILDING STAFF