



## ACCESSORY DWELLING UNIT (ADU)/JUNIOR ACCESSORY DWELLING UNIT(JADU) CHECKLIST FOR EXPEDITED REVIEW

**Instructions:** Please complete the appropriate sections below and turn this checklist in with your building permit application and plans. **If an ENTIRE section below does not apply to your project, you may skip it.** If you cannot check either “yes” or “N/A”, the plans need to be corrected before submittal.

Any exterior change (i.e., windows, doors, siding) requires Planning Department approval prior to issuance. If plumbing fixtures are increasing and/or moving, a waiver or permit from Monterey Peninsula Water Management District will be required. Please verify that your property has enough water credits to complete this project before submitting an application to the Building Division. **Submit the items listed below in your request for a building permit and include this completed checklist in your submittal. A plan check fee will be required after the preapplication process is completed.** If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

To submit your application, email the following items to [gogreen@monterey.org](mailto:gogreen@monterey.org):

1. A completed building permit application
2. A plan set in PDF format and signed by the design professional. (Note: this must be ONE DOCUMENT)
3. Supporting documents (i.e., Energy Compliance, structural calculations, etc)
4. This checklist completed and signed by the owner.

The latest edition of the California Building, Mechanical, Electrical, Plumbing, Residential, Fire, Green Building Standards, and Energy Codes, must be specified, including the year, on the cover sheet/1<sup>st</sup> page. **Provide drawings that are to scale (11”x17” minimum and all pages must be the same size), with a signature on all documents by the designer, to include the following:**

### ALL ADUs (See other heading for ALL JADUs)

Y N/A

- Plans show the location and sizes of all utilities. Utilities are to be independent of the utilities for the primary residence including, but not limited to, electrical, gas, water, and sewer.  
Exceptions:
  - a.) Electrical may be provided via a 100-amp sub-panel if the main panel is at least 200 amps and capable of supplying the additional load of the ADU. Electrical to the ADU is underground.
  - b.) Water service may branch off from main line just past the point of connection (meter) as long as it is “meter ready.”
  - c.) Sewer lateral line may be shared upon completion and submittal for the record of a Sewer Lateral Inspection form prepared by a licensed plumber. The waste line needs to be adequately sized to service the additional flow.
- Applicant has checked with the Monterey Peninsula Water Management District to confirm that the property has sufficient water credits to support the project. If any changes are required to the existing plumbing fixtures, provide a floor plan for the residence identifying the changes and how lines will be capped off, if any.
- The front page of the plans shall include a description of the parcel **as it is written on the deed.**
- The front page of the plans shall include a Scope of Work, an Area Analysis (listing of the areas and occupancies of all existing and proposed structures on the site), and the name, contact information, and signature of the Architect, Engineer or designer. Number each sheet and provide an index.
- The plans include a Site Plan that clearly shows the location of the ADU and its distances to all adjacent property lines and any other structures on the site. The plans show walkways and finish site materials and the location of any trees that are proposed to be removed. Changes in grade are Indicated. If the ADU is 5' or less to any property line, property corners may require verification by a registered surveyor.



- The plans include a Floor Plan that clearly shows compliance with the applicable building codes, including all plumbing fixtures, doors, and windows (with sizes), an electrical plan, a kitchen plan, and dimensions for all walls. Include ceiling height for every room. Floor plan to include primary residence layout.
- The kitchen contains all the following: a sink having a drain outlet larger than 1.5 inches in diameter, a refrigerator larger than 2.5 cubic feet, a built-in permanent cooking appliance (gas or electric range/oven) with a hood ventilation system, and space for food preparation and storage.
- The ADU shall have a separate entrance from the single-family dwelling unit that leads to a public right-of-way. Exterior non-porous landings are required and shall be a minimum of 36"x36".
- Exterior walls less than 5' to a property line or less than 10' to another structure require a fire-rated assembly of 1 hour minimum. Openings (windows and doors) are limited to 25% of the wall area for distances greater than 3' to a property line or 6' to another structure. No openings are permitted for distances less than 3' to a property line or 6' to another structure. Special requirements apply to overhangs and eaves. The plans include fire-rated assembly information and details.
- Where additions or new structures are less than 5' to a property line, construction surveying is required to verify property lines and setbacks.
- This ADU has a foundation that meets the minimum requirements of the Building Code, which is typically a 12" deep x 12" wide continuous perimeter footing. All other foundations require engineering (submit engineering with plans).
- If fire sprinklers are required in the main residence, they shall be required in the ADU.
- The floor area of an attached or detached ADU shall not exceed 850 square feet for a studio or one bedroom and 1000 square feet for a unit that contains more than one bedroom.
- The project is *NOT* in an *Historic Overlay Zoning or Historic Zoning* district.
- The project *IS* in an *Historic Overlay Zoning or Historic Zoning* district, and it shall be located at the rear of the main historic structure. If detached new construction, the accessory dwelling unit shall be located 10 feet behind the rear of the main historic structure.

**ADU/JADU CONVERSION ATTACHED TO THE MAIN RESIDENCE (i.e., Garage Conversion)  
Or ADU CONVERSION OF A DETACHED STRUCTURE**

Y N/A

- The applicant has verified that the existing footing is a continuous footing measuring at least 12" wide x 12" deep or is providing engineering for an alternative design.
- The applicant has checked with MBARD to determine if the project is regulated by the National Emission Standards for Hazardous Air Pollutants (NESHAP). Click on the link to see the MBARD [flow chart](#).
- The height of an attached ADU/JADU shall not exceed 25 feet or the height limitation that applies to the single-family dwelling or multifamily dwelling, whichever is lower. The ADU may not exceed two stories.
- Energy calculations and the completed CalGreen Mandatory Measures Checklist for the structure are included in the plans.
- The plans specify an approved moisture barrier material for existing slabs on grade.

**ADU CONVERSION OF HABITABLE SPACE ONLY—See checklist above for ALL ADUs**

**NEW ATTACHED ADU (addition)**

Y N/A

- This ADU does not exceed 800 square feet and has a minimum 4' side and rear setbacks.



- This ADU does not exceed the maximum height of 25' or the height limitation that applies to the single-family dwelling or multifamily dwelling, whichever is lower. The ADU may not exceed two stories.
- In addition to a Site Plan and Floor Plan, the plans include a Foundation Plan, a Floor Framing Plan (if not a slab), a Roof Framing Plan, Cross Sections, framing details, and exterior elevations.
- Energy calculations and a completed CalGreen Mandatory Measures Checklist for the structure are included in the plans.
- The ADU matches the roof pitch and roof form of the primary dwelling in order to blend with the architecture of the primary dwelling. The applicant may apply for an exception through the discretionary architectural review process pursuant to Article 25 of Chapter 38.
- For Second Story ADUs above a garage or carport, see [City Code Section 38-112.6\(c\)](#).
- Residential additions over 500 square feet (on the ground level) require a geotechnical report.

### NEW DETACHED ADU (freestanding)

Y N/A

- This ADU does not exceed 800 square feet and has a minimum 4' side and rear setbacks.
- The height of a detached ADU shall not exceed the following:
  - 16 feet on a lot with an existing proposed single-family dwelling or multifamily dwelling
  - 18 feet on a lot with an existing or proposed single-family dwelling or multifamily dwelling if the lot is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Public Resources Code Section 21155. The ADU may be up to 20 feet in height to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the single-family dwelling or multifamily dwelling.
- In addition to a Site Plan and Floor Plan, the plans include a Foundation Plan, a Floor Framing Plan (if not a slab), a Roof Framing Plan, Cross Sections, framing details, and exterior elevations.
- Energy calculations and a completed CalGreen Mandatory Measures Checklist for the structure are included in the plans.
- The ADU matches the roof pitch and roof form of the primary dwelling in order to blend with the architecture of the primary dwelling. The applicant may apply for an exception through the discretionary architectural review process pursuant to Article 25 of Chapter 38.
- New structures over 500 square feet require a geotechnical report.

### ALL JADUs

Y N/A

- The plans include a Site Plan and a Floor Plan, including the electrical layout. (See Site Plan and Floor Plan requirements for all ADUs above)
- The JADU does not exceed 500 square feet in size.
- The JADU shall have a separate entrance from the single-family dwelling unit that leads to a public right-of-way. Exterior landings shall be a minimum of 36"x36".
- The JADU contains an efficiency kitchen, which includes all the following: a sink, a refrigerator, cooking appliances, a food preparation counter measuring at least 30" total, and storage cabinets that are of reasonable size in relation to the JADU.
- The JADU has its own restroom and Applicant has checked with the Monterey Peninsula Water Management District to confirm that the property has sufficient water credits to support the project; or,
- The JADU shares a restroom with the primary dwelling and the JADU has direct access to the primary dwelling so as not to need to go outside to access the bathroom.



# THE CITY OF MONTEREY

**ADUs and JADUs**  
PRE-SUBMITTAL CHECKLIST  
Residential Only – Express Check  
[gogreen@monterey.org](mailto:gogreen@monterey.org)  
REV 3/19/2024

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- Unless the property is owned by a governmental agency, land trust, or housing organization, one of the dwellings on the parcel must be the bona fide principal residence of at least one legal owner of the parcel, as evidenced at the time of approval of the junior accessory dwelling unit by appropriate documents of title and residency.
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Link to City Code regarding ADUs and JADUs: <https://monterey.municipal.codes/Code/38-112.6>

Link to State law:

ADUs: [https://leginfo.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=65852.2](https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=65852.2)

Junior ADUs:

[https://leginfo.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=65852.22](https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=65852.22)

### **ALL ADUs/JADUs**

The property owner shall acknowledge the following:

1. The accessory dwelling/junior accessory dwelling unit may not be sold separately from the existing single-family or multifamily dwelling; and
2. Neither the accessory dwelling unit nor the junior accessory dwelling unit may be used for short-term residential rentals of less than 30 consecutive days.

**Prior to the issuance of a building permit for the ADU/JADU, the owner shall record a covenant in a form approved by the City to notify future owners of the requirements of Section 38-112.6**

**Please note:** Permits may only be issued to the property owner or a properly licensed contractor.

***I have read the above information and have submitted all the required information.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_