

## Standard ADU Checklist Guidance

The Standard ADU Checklist Guidance document is intended to assist applicants utilizing Standard ADU plans provided by the County of San Diego, or are using these plans as a template.

- 1. Building Permit Application & Plan Check Fees** – The building permit [application](#) is available to fill out at the counter.

**Four (4) Sets of Plans** – Provide four sets of plans, printed at 24” x 36”. Refer to “Guidance for ADU Plan Set” (below) for plan specifics.

**Plan Check Fees** – The Fees will vary with the size and scope of project. There is both a Building Plan Check fee and a Building Permit fee. The Building Plan Check fee is paid when plans are submitted, and is approximately half of the total building permit cost.

- 2. A copy of Grant Deed** – Provide a copy of the Grant Deed, which the homeowner received when they purchased the property. See sample at right.



- 3. Storm Water Intake Form** - Santee’s [Storm Water Intake form](#) will determine if the proposed project is a Standard Development Project or Priority Development Project. Most ADUs are Standard Development Projects. This determination will inform you as to which Storm Water Quality Management Plan should be completed (either Standard or Priority). The Storm Water Intake form can be obtained at the City website at [www.SanteeH2o.org](http://www.SanteeH2o.org) – Tab: Development Planning. Coordinate information with Sheet SP-1, Impervious Area Information and Land Disturbance.
- 4. Storm Water Quality Management Plan (SWQMP)** – Every project over 500 sq.ft. is required to fully complete and implement a Storm Water Quality Management Plan (SWQMP).

The Storm Water Intake form will determine if the proposed project is a Standard Development Project (SDP) or a Priority Development Project (PDP). Most ADU projects will be a Standard Development Project, and will need a [Standard SWQMP](#).

Design information in the SWQMP will need to be coordinated with the Best Management Practices (BMP) Plan, which is added to the Plot Plan.

Both the Standard and the Priority SWQMP forms can be obtained (only need one) at the City website at [www.SanteeH2o.org](http://www.SanteeH2o.org) – Tab: Development Planning

5. **Truss Calculations** – Two sets of manufacturers truss drawings signed and stamped by a state of California registered professional engineer are to be submitted. Coordinate with truss layout. Note that these calculations are performed and provided by a third party.
6. **Approved Padre Dam Municipal Water District (PDMWD) Site Plan** – Prior to project submittal, email a PDF of the Plot Plan to [development@padre.org](mailto:development@padre.org) and request an “Easement Check”. Padre will review your project to verify no proposed structures are located within a Padre Dam easement, and will send a stamped plot plan back to you & the City once approved. You must receive Padre Dam approval prior to building permit submittal to the City.
7. **Federal Aviation Administration (FAA) Determination of No Hazard** - Check the City’s [Interactive GIS Map](#) to see if your property is located within an Airport Influence Area (AIA). Under “Layer List”, check the layer “Airport Air Influence Area”, then in the Search bar, type in address to zoom to project site.

The Federal Aviation Administration (FAA) also has a Notice Criteria Tool on their website that will help you determine whether this Determination is necessary for your site (see links below):  
[FAA Desk Reference Notice Criteria Tool](#) - Guide to using Notice Criteria Tool  
[FAA Notice Criteria Tool](#) – Determine if you meet the requirements to file notice of construction  
[FAA New User Registration](#) – File a Notice of New Construction for FAA review. If approved the FAA will send you a Determination of No Hazard.

8. **Geotechnical Report** – properties located within an area noted to have Expansive Soils or Variable/Moderate to High Landslide Susceptibility (Soils Types C & D per the Geotechnical/ Seismic Hazard Map) are required provide a Geotechnical or Soils Report. Refer to the City’s [Interactive GIS Map](#) to see if your property is located within an area with either a C or D soils type. Under “Layer List”, check the layer “Geotechnical/Seismic Hazard Map”, then in the Search bar, type in address to zoom to project site.
9. **Preliminary Grading Plan** – if the proposed project is changing the topography of the site, a preliminary grading plan may be necessary, unless exempted by [Section 11.40.105](#) of the Santee Municipal Code.
10. **Other Items Determined by Staff or Other Agencies** – Every property is different and at times staff or other agencies require additional items to determine project feasibility. Such items may include (but are not limited to):
  - a. **Property Line Verification** - if the ADU is proposed within Main Building setbacks, a property line verification may be necessary to verify structures are not built too close to neighboring properties.
  - b. **Sound Attenuation Improvements** – these improvements may be necessary when the subject property is located in proximity to Gillespie Field Airport and potentially exposed to noise levels at or greater than 60 dB CNEL (Community Noise Equivalent Level) [Exhibit IV-5 of the Gillespie Field Airport Land Use Community Plan (ALUCP)]. The designer may need to modify the plans and compliance can be demonstrated as a special section within the Title 24 documents.

## 11. **Additional Requirements: (required after Initial Submittal):**

- a. **School Fees** – For residential projects greater than 500 sq.ft. school fees are required to be paid to both the elementary and high school districts in which the subject site resides. Prior to building permit issuance, the City’s Building Division will provide the applicant with a form to take to each District to pay the applicable fees. The location to these offices and current Development Fees can be found at the links below:  
[Santee Elementary School District](#)  
[Grossmont Union High School District](#)
- b. **Fire Fees** – for ADUs this is typically a flat fee of \$151.
- c. **Building Permit Fees** – Fees will vary with the size and the scope of the project. The final fees will be based on final project design, number of fixtures, and includes inspection fees.
- d. **Construction & Demolition (C&D) Part 1** – This form is available at the Development Services counter or can be accessed online [here](#). Prior to receiving your construction permit, you must complete a Debris Management Plan form demonstrating how you will divert a minimum of 65% of the project’s construction and demolition waste from a landfill.
- e. **Construction & Demolition (C&D) Deposit** – Prior to permit issuance, a Waste Diversion Security Deposit is required to ensure materials are recycled. The refundable deposit is calculated based on the square footage and type of project: \$0.20 per square foot for new construction pursuant to Santee Municipal Code [Sections 9.04.010 - 9.04.160](#).
- f. **Determination of Consistency from Airport Land Use Commission** – if your project was required to submit an FAA Determination of No Hazard, the Planning Staff is required to subject an application is required)
- g. **Deferred Photovoltaic (PV) Solar Permit** – Pursuant to [Section 13.10.040.K.](#) of the Santee Municipal Code, a detached ADU shall include at least a two kilowatt (kW) photovoltaic (PV) system.
- h. **Deferred Fire Sprinkler System Permit** - if the existing primary dwelling has a fire sprinkler system, the ADU is required to have a fire sprinkler system.

# Guidance for Standard ADU Plan Set

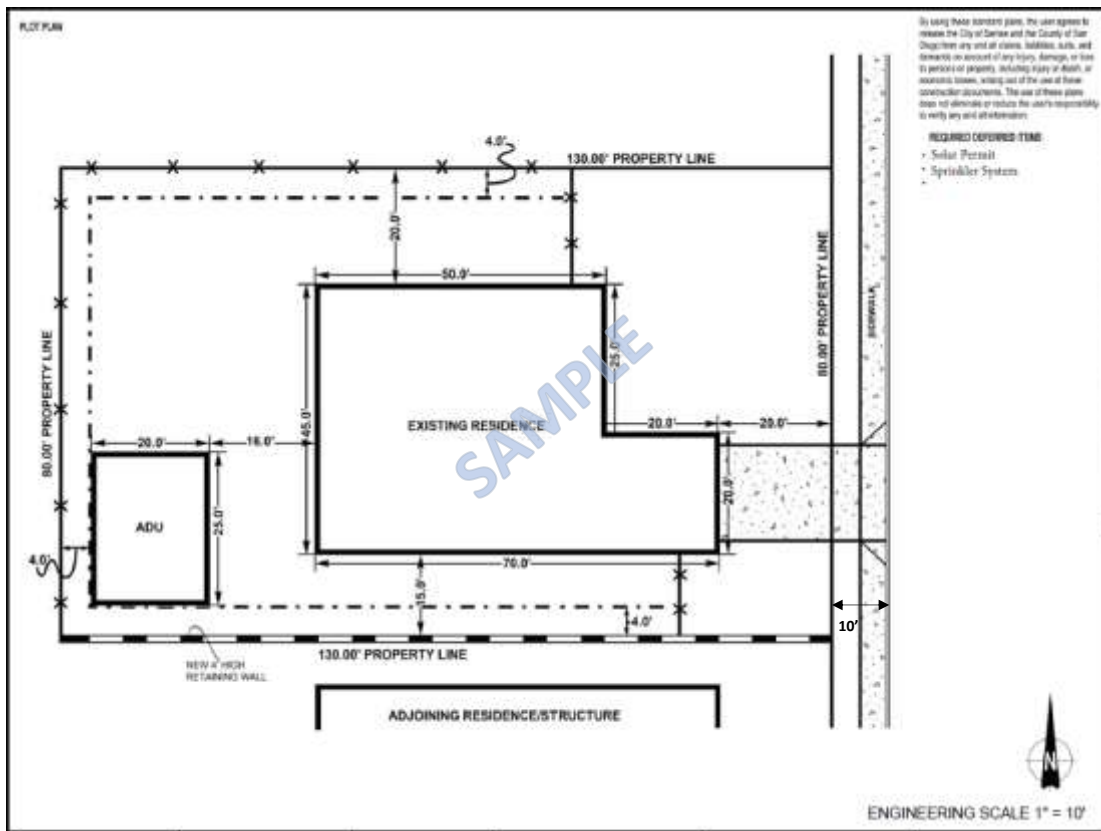
This guide is intended to assist property owners in the development of their ADU plans. The items below must be included in your plan set.

## GUIDANCE FOR SHEET PP-1

### ITEM 1: PLOT PLAN

Location: Center of sheet. See sample below.

Additional Guidance: The site plan shows the general layout for the lot. Refer to the City's minimum [Plot Plan Standards](#) and [Plan Submittal Checklist](#) for detailed requirements.



### ITEM 2: BMP (Best Management Practices) Plan

Location: Center of sheet, as part of the plot plan.

Additional Guidance: Proposed locations of all stormwater Best Management Practices (BMPs) per the Storm Water Quality Management Plan (SWQMP) shall be shown on plot plan. Refer to the link for the City's Sample [BMP Plan](#).

**ITEM 3: PARCEL INFORMATION**

Location: Bottom of sheet. See sample below.

Additional Guidance: The APN is the assessor parcel number for the property. This can be found on your tax bill.

PARCEL INFORMATION
ASSESSOR PARCEL NUMBER (APN): _____
SITE ADDRESS:

**ITEM 4: OWNER INFORMATION & CONTACT INFORMATION**

Location: Bottom left of sheet. See sample below.

Additional Guidance: The Contact Information shall reference the person to contact during the construction phase.

OWNER INFORMATION	CONTACT INFORMATION
NAME:	NAME:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:

**ITEM 5: PLOT PLAN PREPARED BY SECTION**

Location: Bottom left of sheet. See sample at right.

Additional Guidance: This section needs to be completed and signed by the person who prepares the plot plan.

<b>PLOT PLAN PREPARED BY</b>	
PRINTED NAME OF PREPARER: _____	
THIS PLOT PLAN IS TRUE AND ACCURATE:	
SIGNATURE OF PREPARER: _____	
DATE: _____	

**ITEM 6: PROJECT SCOPE**

Location: Bottom of sheet. See sample below.

Additional Guidance: This section should be very specific as to the full project proposal.

<b>PROJECT SCOPE</b>
- 800 sf detached accessory dwelling unit with 2 bedrooms and 1 bathroom.
- 80 sf attached patio cover.
- 300 sf concrete driveway.

**ITEM 7: PERVIOUS AREA INFORMATION**

Location: Bottom right of sheet. See sample at right.

Additional Guidance: This table only needs to be completed if you are trying to reduce your impervious area to comply with specific stormwater requirements (see Storm Water Intake Form). This table shows all constructed pervious surfaces and should be coordinated with the Plot Plan. These are surfaces, such as pavers, that allow infiltration of water into the soil. Refer to the County’s sample presentation for stormwater impervious area plan ([PDS 272](#)) for a sample and detailed requirements.

<b>PERVIOUS AREA INFORMATION</b>				
This table only needs to be completed if you are trying to reduce your impervious area to comply with storm water requirements.				
<b>PERVIOUS SURFACE AREA TABLE</b>				
SITE ID	PERVIOUS ITEM	DIMENSIONS	AREA (sf)	NOTES
PERVIOUS ELEMENT MANUFACTURER: _____				
PERVIOUS ELEMENT SLOPE AND DIRECTION OF SLOPE: _____				
MAINTENANCE PROGRAM: _____				
PERVIOUS ELEMENT CROSS SECTION LOCATED IN SHEET: _____				
CONSTRUCTED PERVIOUS SURFACES SHALL NOT BE LINED OR SEALED.				

**ITEM 8: IMPERVIOUS AREA INFORMATION**

Location: Bottom right of sheet. See sample at right.

Additional Guidance: This table shows all constructed impervious surfaces and should be coordinated with the Plot Plan. These are surfaces, such as building roofs and concrete driveways, which reduce infiltration of water into the soil. See sample presentation for stormwater impervious area plan ([PDS 272](#)) for a sample and detailed requirements. This table needs to be coordinated with the impervious area shown on your Storm Water Intake Form.

IMPERVIOUS AREA INFORMATION				
IMPERVIOUS SURFACE AREA TABLE				
SITE ID	IMPERVIOUS ITEM	DIMENSIONS	NEW OR REPLACED AREA (sf)	EXISTING AREA (sf)
1	ADU + OVERHANGS			
2	SFD			
3	DRIVEWAY			
4				

LAND DISTURBANCE: \_\_\_\_\_ SF

**ITEM 9: LAND DISTURBANCE**

Location: Bottom right of sheet in Impervious Area Information Box. See sample above.

Additional Guidance: Quantity to include all area of activity that changes the physical condition of the land. This quantity needs to be coordinated with the Storm Water Intake Form.

**ITEM 10: LAND DISTURBANCE**

Location: Second column on right side of sheet.

Additional Guidance: Zoning District and Airport Influence Area (AIA) can be found on the City’s [Interactive GIS Map](#). Under “Layer List”, check the layer “Santee Zone Districts” or “Airport Air Influence Area”, then in the Search bar, type in address to zoom to project site. Only have one of these layers selected at a given time.

Our Planning Division can assist you with these as well, please contact us at [planning@cityofsanteeca.gov](mailto:planning@cityofsanteeca.gov) or 619-258-411 x167

The detached ADU will qualify for the parking waiver if the property is within one-half mile walking distance of public transit, or if there is an established car share vehicle stop located within one block.

PLANNING INFORMATION	
1. ZONING DISTRICT:	_____
2. LOT SIZE (SQ.FT.):	_____
3. SIZE OF PRIMARY RESIDENCE (SQ.FT.):	_____
4. PROPOSED SIZE OF ADU (SQ.FT.):	_____
5. PROPOSED HEIGHT OF ADU:	_____
6. PROPOSED NUMBER OF BEDROOMS:	_____
7. PROPOSED NUMBER OF BATHROOMS:	_____
8. SIZE OF ACCESSORY STRUCTURE(S) (SQ.FT.):	_____
9. EXISTING _____ PROPOSED _____ (I.E. GARAGE, SHED)	
10. EXISTING LOT COVERAGE:	_____ %
11. PROPOSED LOT COVERAGE:	_____ %
12. WALKING DISTANCE (IN MILES) TO TRANSIT STOP	_____
13. DOES ADU QUALIFY FOR PARKING WAIVER?	_____
14. TOTAL NUMBER OF PARKING SPACES PROPOSED ON-SITE - IN A GARAGE/CARPORT: _____ UNCOVERED: _____	
15. DOES OWNER INTEND TO RENT EITHER DWELLING? (PLEASE CIRCLE) ONE BOTH NEITHER	
16. AIRPORT INFLUENCE AREA (AIA):	_____
17. WILDFIRE WILD-URBAN INTERFACE ZONE (WUI): ( Y or N )	

**ITEM 11: REQUIRED DEFERRED ITEMS**

Location: In top-right of center plot plan block.  
See Sample at right.

Additional Guidance: List any applicable Deferred Permits here, such as Photovoltaic (PV) Solar Permit, Fire Sprinkler Permit, Retaining Wall Permit, etc.

REQUIRED DEFERRED ITEMS
•
•
•

**ITEM 12: ENERGY EFFICIENCY SPECIAL FEATURES**

Location: First column on right side of sheet. See Sample below.

Additional Guidance: Special features are design elements that have been inputted in compliance software for energy code compliance. These can be found on the energy compliance form (CF1R). Coordinate listed features with Energy Calculations.

ENERGY EFFICIENCY SPECIAL FEATURES
SPECIFY AS INDICATED IN CF1R FORM (TITLE 24):
•
•
•

**ITEM 13: ENERGY EFFICIENCY HERS VERIFICATION**

Location: First column on right side of sheet.  
See sample at right.

Additional Guidance: HERS is the California Home Energy Rating System. HERS verifications are those tests in which a HERS rater is to be hired by the owner/contractor to perform the field verification and diagnostic testing required for demonstrating compliance to the Energy Code. Coordinate listed items with Energy Calculations.

ENERGY EFFICIENCY HERS VERIFICATION
SPECIFY AS INDICATED IN CF1R FORM (TITLE 24):
• DUCT SEALING ( Y or N )
• REFRIGERANT CHARGE ( Y or N )
• COOLING SYSTEM AIRFLOW ( Y or N )
• COOLING SYSTEM UNIT FAN EFFICACY ( Y or N )
• COOLING SYSTEM SEER AND/OR EER ABOVE MIN. ( Y or N )
• WHOLE-BUILDING VENTILATION AIRFLOW ( Y or N )
• BUILDING ENVELOPE AIR LEAKAGE ( Y or N )
• QUALITY INSULATION INSTALLATION ( Y or N )
• OTHER (SPECIFY BELOW)



## **GUIDANCE FOR SHEETS GB-1 thru GB-**

### **ITEM 1: GREEN BUILDING**

Use as many copies of this page as you need to document compliance with the required CA Green Building Standards Tier 2 Voluntary Measures. These Voluntary Measures are required to be met pursuant to sections 13.10.040 (J) and (K) of the Santee Municipal Code.

### **ITEM 2: TITLE 24**

Use as many copies of this page as you need to include the completed and signed Title 24 Energy Efficiency Report within the plan set.

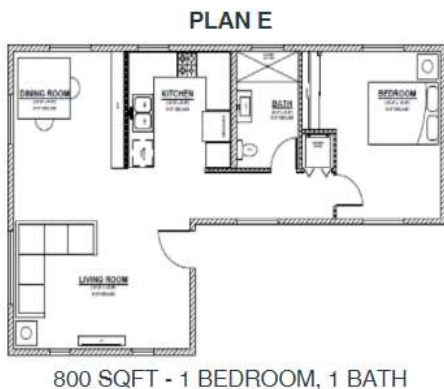
## **GUIDANCE FOR SHEETS A1 to A6, S1 to S2, CS-1**

The County of San Diego has provided free architectural plans for use by County residents, available for download from the County's website:

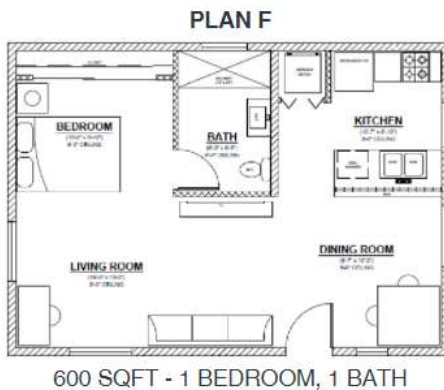
[https://www.sandiegocounty.gov/content/sdc/pds/bldg/adu\\_plans.html](https://www.sandiegocounty.gov/content/sdc/pds/bldg/adu_plans.html)

It is the homeowner's responsibility to ensure the plans submitted meet all Building Code and Santee Municipal Code requirements. The plans must be printed to a size of 24" x 36".

Please verify the size and design you select work for both your site and complies with the City of Santee Zoning requirements. If you are unsure, please reach out to our Planning staff at [planning@cityofsanteeca.gov](mailto:planning@cityofsanteeca.gov) or 619-258-4100 x 167.



→ **ADU Letter** (required)  
**ADU Checklist** (required)  
**ADU Checklist Guidance**  
→ 36" x 24" PDF  
17" x 11" PDF  
2004 CAD FILE  
2010 CAD FILE



→ **ADU Letter** (required)  
**ADU Checklist** (required)  
**ADU Checklist Guidance**  
→ 36" x 24" PDF  
17" x 11" PDF  
2004 CAD FILE  
2010 CAD FILE

# **GUIDANCE FOR SHEET A3**

## **ITEM 1: ROOFING INFORMATION**

Location: Top right corner of sheet. See sample below.

Additional Guidance: Specify roof material and underlayment. Also specify ICC, UL, or equivalent listing report number and manufacturer for roofing material (tile, metal, built-up, etc.).

ELEVATION KEY NOTES	
1.	ROOF: CLASS 'A' FIRE RATING - ROOF MATERIAL: _____ UNDERLAYMENT: _____ LISTING REPORT #: _____
2.	EXTERIOR WALL FINISH: _____ (SEE NOTE 7 BELOW)
3.	ROOF PITCH: 4:12
4.	RADIANT BARRIER IS REQUIRED
5.	GABLE VENT (SEE NOTE 5 & 6 BELOW) MANUFACTURER: _____ MODEL: _____ NFVA: _____ (MIN 97 in <sup>2</sup> )
6.	EAVE VENT (SEE NOTE 5 & 6 BELOW) MANUFACTURER: _____ MODEL: _____ NFVA: _____ (MIN 36 in <sup>2</sup> )

## **ITEM 2: EXTERIOR WALL FINISH**

Location: Top right corner of sheet, same as Item 1 above.

Additional Guidance: Specify exterior wall finish. May need to be noncombustible material (stucco, cement fiber board, masonry, etc.) if in a wildfire area.

## **ITEM 3: ATTIC VENTS**

Location: Top right corner of sheet, same as Item 1 above.

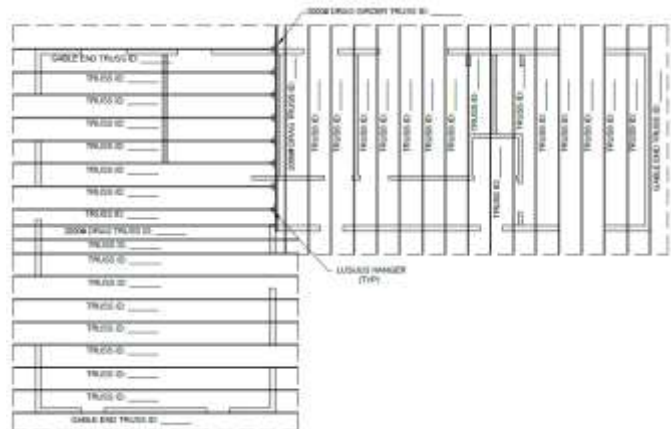
Additional Guidance: Truss identification numbers are indicated on Truss Calculations by the manufacturer. Alternatively, attach an 11x17 copy of the manufacturer truss layout to the ADU plans.

# **GUIDANCE FOR SHEET A5**

## **ITEM 1: TRUSS IDENTIFICATION NUMBERS**

Location: See blank items on sample truss layout at right

Additional Guidance: Truss identification numbers are indicated on Truss Calculations by the manufacturer. Alternatively, attach an 11x17 copy of the manufacturer truss layout to the ADU plans.



## GUIDANCE FOR SHEET A6

### ITEM 1: WALL INSULATION

Location: See section key notes sample at right.

Additional Guidance: Fill in the insulation that is to be used for the walls. Verify sufficient cavity space in framing to accommodate insulation selected and check insulation selected matches insulation shown on Title-24 Energy Calculations.

### ITEM 2: ROOF/CEILING INSULATION

Location: See section key notes sample at right.

Additional Guidance: Fill in the insulation that is to be used for the roof/ceiling. Verify sufficient cavity space in framing to accommodate insulation selected and check insulation selected matches insulation shown on Energy Calculations (Title-24)

SECTION KEY NOTES	
1.	WALL INSULATION: _____
2.	CEILING INSULATION: _____
3.	ROOF (TOP CHORD) INSULATION: _____
4.	INTERIOR FINISH: $\frac{3}{8}$ " GYPSUM BOARD
5.	EXTERIOR WALL/PLUMBING WALL: 2X6 STUD WALL
6.	INTERIOR WALL: 2X4 STUD WALL
7.	RADIANT BARRIER IS REQUIRED _____
8.	CLIMATE ZONE 14 PROJECT ( Y or N) if yes, see below: A CLASS I OR II VAPOR RETARDER SHALL BE INSTALLED ON THE CONDITIONED SPACE SIDE OF ALL INSULATION IN ALL EXTERIOR WALLS AND VENTED ATTICS.
9.	MANUFACTURED TRUSSES

**\*\*NOTE: Any fees listed herein are provided as reference only. All submittals shall be subject to current fees at time of permit issuance.**