

INFORMATION BULLETIN

DOCUMENT SUBMITTAL REQUIREMENTS FOR A NEW ACCESSORY DWELLING UNIT (ADU) PREAPPROVED PLANS

This Information Bulletin contains the suggested minimum document submittal requirements including architectural and structural plans, calculations, and other miscellaneous information for Pre-approved Plan for a new Accessory Dwelling Unit (ADU) in compliance with the State Assembly Bill (AB) 1332.

[Bill Text – AB-1332 Accessory dwelling units: preapproved plans.](#)

This Information Bulletin only addresses new detached ADU on a property where there is an existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same lot as the single family or multifamily dwelling is or will be situated. The ADUs are required to comply with all applicable Zoning, Building, Fire, and Residential Codes. Solar panels will be required for the new detached ADU.

The lists contained in this Information Bulletin are the suggested minimum document submittal requirements. Some projects may not require all these documents while others may require additional documents and information.

Design plans, calculations, and all supporting documents should be submitted online through [City of Santa Monica | Citizen Portal](#). In the work description, include "ADU per Standard Plan No. #: #-Story, # bedroom(s) with options (# square feet)." A separate permit is required for each detached ADU and for any new PV system serving the pre-approved ADU.

Accessory dwelling units that are three stories or less in height shall comply with the current California Residential Code (CRC). Accessory dwelling units that are over three stories in height shall comply with the current California Building Code (CBC).

I. DOCUMENT SUBMITTAL LIST

A. Plans

1. Architectural Plans (include all variations of each plan based on design options)
 - a. Floor plan
 - b. Roof plan
 - c. Exterior elevations
 - d. Cross sections

e. Site Plan

2. Structural Plans (include all variations of each plan based on design options)

- a. Foundation plan
- b. Floor framing plan
- c. Roof framing plan
- d. Truss plans
- e. Structural framing and connection details

3. Plans showing relevant information for plumbing, mechanical, and electrical components.

B. Calculations

- 1. A complete set of structural calculations for vertical and lateral loads signed by an architect or engineer licensed by the State of California.
- 2. Energy Calculations and forms for Title 24

C. Other Documents

- 1. Material specifications

II. EXPANDED INFORMATION ON ABOVE DOCUMENTS

A. General Information

- 1. Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes, relevant laws, ordinances, rules, and regulations.
- 2. Signature and stamp by an architect or engineer licensed by the State of California on all documents and wet signature and stamp on the cover sheet of each document. Electronic signatures are acceptable.
- 3. Cover sheet information:
 - a. Applicable codes and editions (e.g., 2022 CBC, 2022 CRC)
 - b. Name, title, registration number (if applicable), address, and telephone number of the responsible architect, engineer or designer
 - c. Description detailing scope of all work
 - d. Occupancy group(s), floor area of each occupancy, number of stories, type of construction, and maximum building height
 - e. Floor area of each floor and the entire building
 - f. Index of all sheets of plans and attachments

- g. Fire sprinkler requirement and sprinkler type
 - h. General notes regarding the City of Santa Monica Municipal Code such as Zoning requirements.
 - i. General notes regarding the required clearance from the Southern California Edison (SCE) power lines and encroachment into SCE easements.
- 4. The Cover sheet should indicate the assigned Standard Plan Number assigned to the pre-approved ADU by the City of Santa Monica.
- 5. The coversheet shall clearly indicate the expiration date for the pre-approved ADU plans. The plans for a pre-approved ADU are valid until new Title 24 codes are adopted by the City.

B. Architectural Plans

- 1. Fully dimensioned floor plans including room sizes and uses.
- 2. Fully dimensioned roof plans including slope, eaves, overhangs, rakes, gables, and roofing material.
- 3. Exterior elevations detailing all exterior walls, projections, and cross sections in each direction.
- 4. Door and window locations and schedules including size, type, and door threshold details.
- 5. Fully dimensioned stair details including rise, run, handrails, and all member sizes.
- 6. Fireplace details

C. Structural Plans

- 1. Structural wall sections including connection details at foundation, floor, and roof levels.
- 2. Post and girder connection details
- 3. Footing, pier, and grade beam details
- 4. Shear wall and holdown details including wall construction, nailing, anchor bolts, transfer connections, and holdowns.
- 5. Stairway framing and connections including handrails and dimensions of all members.

6. Flashing details
7. Material specifications
8. Prefabricated Trusses
 - a. Roof framing plan with a truss I.D. number and manufacturer's name
 - b. Detail of all trusses including gable bracing and bridging
 - c. Detail of all truss splices, connections, plate sizes, and hangers
 - d. Truss plans to be stamped by the responsible architect or engineer licensed in the State of California stating that he/she has reviewed the plans

D. Plumbing, Electrical, and Mechanical Components

1. Location and size (BTU/HR output) of HVAC equipment
2. Locations and dimensions of plumbing fixtures
3. Locations of outlets, fixtures, switches, smoke detectors, and locations and sizes of subpanels, and main panels.

E. Energy

1. Compliance documents shall be produced by up-to-date version of Energy Commission Approved computer programs using Climate Zone 9.

To obtain a list of Energy Commission approved compliance programs, call 1-800-772-3300 or visit their website at: [2022 Energy Code Compliance Software](#)
2. Approved Performance software for 2019 Residential Standards:
 - a. CBECC-Res Version 2022.3.1 or newer
 - b. Energy Pro Version 9.3 or newer version
 - c. Right-Energy 2022.3.0
3. Compliance documents shall be provided for all design orientations/directions.
4. CF-1R and MF-1R forms with required signatures shall be attached to plans
5. CF-GR and Insulation Certificate shall be attached to plans
6. Performance Analysis and Back-up forms shall be attached to plans

F. Green

The pre-approved ADU shall comply with the current California Green Building Standards Code and the City of Santa Monica Municipal Code (SMMC). Please visit the following link for additional information: santamonica.gov - Building Permits and Plan Review

NOTE:

- (1) This is not a complete list of all document submittal requirements. Additional information may be required for the plan check process.
- (2) Properties located on or near the Santa Monica fault line require a Geotechnical Report.
- (3) ADU cannot be built on a non-structural fill such as a backfilled swimming pool where the shell has been left in place.
- (4) If the primary residence is protected by fire sprinklers, then the ADU must have sprinkler system throughout. A separate permit from the Santa Monica Fire Department will be required.
- (5) A separate permit will be required for a Photovoltaic system required for the pre-approved ADU.