

## Online Submittal Requirements-Residential Projects

(Submit through [Online Permitting](#) with the documents below)

### ADU:

#### Accessory Dwelling Unit

- [Permit application.](#)
- *Please note: Building staff will determine application completeness of online submittal. Incomplete applications will not be processed.*
- Elevations and photos of all sides of existing home that demonstrate new ADU matches roof design, exterior paint color, and style of primary dwelling unit.
- Construction Drawings (including site plan that clearly shows setback dimensions from property lines and square footages).
- Fire Sprinkler Plans (this can be a deferred submittal).
- Floor Plan.
- Structural Calculations (Exception: existing buildings and additions that meet conventional light-frame construction are not required to be engineered. Permit Center staff can determine if this exception applies to your project).
- Energy Calculations (Title-24 documentation).
- Truss Calculations (if manufactured trusses are being utilized). This can be a deferred submittal.
- Title Report - no more than 6 months old.
- [Zone 7 Impervious Surface Worksheet.](#)
- [Clean Water Site Measures Declaration.](#)

### Dwelling:

#### New One- and Two-Family Residence Additions

- [Permit application.](#)
- Signed construction drawings.
- Fire sprinkler plans (this can be a deferred submittal).
- Structural Calculations.
- Energy Calculations (Title-24 documentation).
- Truss Calculations (If manufactured trusses are being utilized).
- Soils report (Permit Center staff can determine if this is required for your project).
- [Clean Water Site Measures Declaration.](#)
- [Zone 7 Impervious Surface Worksheet.](#)
- [Address Assignment Application](#) and Site Plan (new residence only).

## Alterations and Remodels

- [Permit application.](#)
- Signed construction plans.
- Structural calculations (Only if bearing walls are being altered or removed; or other structural elements are being altered).
- Fire sprinkler (If existing system is being altered. This can be a deferred submittal).

### Note:

\* When a second story addition is being built over an existing first story, plans must be designed and stamped by a licensed architect or engineer. (Exception: Existing buildings and additions that meet conventional light-frame construction are not required to be engineered. Permit Center staff can determine if this exception applies to your project)

Please see [Online Permitting Resources](#) for additional information.