



PLAN CHECK REQUIREMENTS NEW ACCESSORY DWELLING UNITS

THESE REQUIREMENTS APPLY TO BUILDING PERMITS SUBMITTED ON OR AFTER JANUARY 1, 2024

Pursuant to Assembly Bill No. 2234, postentitlement phase permit applications shall provide the following information to be deemed complete for building permit application review. For specific requirements for a particular project, please consult with the Building Division at the One-Stop Permit Center, City Hall, between the hours of 8:00 -12:00 and 1:00 - 5:00 pm Monday through Friday or call 408-730-7444.

To submit for building permit applications, upload all of the following required construction documents to the Public Portal for review.

Public Portal: [E-One Stop Public Portal](#)

Additional Instructions: [E-OneStop Help Manual](#)

Building:

1. Submit Building Permit Application : Building and Fire Permit Application	<input type="checkbox"/>
2. New address request application.	<input type="checkbox"/>
3. All plan sheets shall be stamped and wet-signed by the appropriate architect, engineer or designer. Electronic signatures may be acceptable if approved by the jurisdiction (B & P Codes 5536.2 or 5537)	<input type="checkbox"/>
4. A complete TITLE SHEET shall be provided with all the following information: a) Occupancy type, type of construction and square footage of all proposed structures. b) Current Code Editions (2022 CRC, CBC, CEC, CMC, CPC, CGBSC, 2022 CA Energy Code, Sunnyvale Municipal Code). c) A complete sheet index that identifies all plan sheet numbers as well as the content of each designated sheet. d) All Special Inspections required either by the Engineer/Architect of Record or as designated in the provided Energy Compliance Report (HERS Verifications). e) All structural criteria, such as Ground Snow Load, Seismic Design Criteria, and Wind Speed, including Exposure. All projects with a Licensed Architect or Engineer shall include all structural information required per CBC 1603. f) A complete scope of work for the proposed project. g) Clearly identify all the required compliance measures for the proposed structure(s) from the Energy Compliance Report. This shall include all the following: i. Heating/Cooling source AFUE, SEER and EER. ii. Duct insulation R- Value. iii. Window SHGC and U Factor iv. Wall, Floor and roof/ceiling insulation R-Value	<input type="checkbox"/>

<ul style="list-style-type: none"> v. Water heater type and efficiency requirement vi. Identify Radiant Barrier if applicable. vii. Identify Cool Roof if applicable. viii. Identify slab insulation if applicable (hydronic floor systems) ix. Photovoltaic System <ul style="list-style-type: none"> h) Flood Zone Designation i) Fire Sprinkler information j) List of "Deferred Items" and "Deferred items as a Separate Permit." 	
<p>5. Site Plan:</p> <ul style="list-style-type: none"> a) Street Address labeled. b) Lot dimensions provided. c) Front, side, and rear yard fire separation distances d) Show imaginary property lines between new detached ADU and existing structure. Dimension fire separation distance between the two units. e) Identify all easements. 	<input type="checkbox"/>
<p>6. Demolition Plan: If attached accessory dwelling unit, identify walls demolished or modified for new the addition. Modified walls would include exterior walls with plate height or wall height increase, existing exterior walls with new window or door openings added, and existing exterior walls converted to interior walls.</p>	<input type="checkbox"/>
<p>7. Floor Plan:</p> <ul style="list-style-type: none"> a) Show existing and proposed floor plans, fully dimensioned. b) Label all room uses c) Identify emergency escape openings with size, operation and type of windows and doors. d) For attached ADU, identify location and extent of 1-hour fire-resistant wall between dwelling units. e) Show occupancy separation required between the garage and living space, self-closing solid core door. f) Show door landings required and illumination at all exterior doors. g) Indicate required clearances at all fixtures. h) Call out locations of smoke and carbon monoxide alarms. 	<input type="checkbox"/>
<p>8. Elevation Plan:</p> <ul style="list-style-type: none"> a) Show north, east, south, west elevation. b) Indicate the building height and number of stories. c) Label natural and finished grades. d) Identify emergency escape and rescue windows. e) Note exterior finishes, including wall and roofing materials. f) Show crawl space and attic vents. g) Specify Roof Pitch 	<input type="checkbox"/>
<p>9. Building Cross Sections in two orthogonal Directions:</p> <ul style="list-style-type: none"> a) Show plate height, ceiling profile, insulation, crawl space, grades, etc. b) Call out roof slopes, earth to wood clearances. Etc. 	<input type="checkbox"/>
<p>10. Roof & Floor Framing Plan:</p> <ul style="list-style-type: none"> a) Note framing members and sheathing for floor and roof plans, framing for ceiling plans etc. 	<input type="checkbox"/>

b) Show size and spacing of joists, rafters, and beams with grade of lumber to be used.	
11. Foundation Plan: a) Identify exterior and interior footing locations with appropriate details references. b) Identify and note the locations, type and size of anchor bolts, rebar, straps, hold-downs, connectors etc. on plans. c) Certificate of Flood Elevation "Construction Drawings" - as applicable.	<input type="checkbox"/>
12. Architectural and Structural Details: a) Exterior wall covering b) Fire-resistant construction details for 1-hour fire-resistance rating between attached ADU and Main Dwelling Unit c) Projection details (eaves, balconies, porches, etc.) d) Guards/Handrails e) Stairways f) Skylight g) Protection of wood and wood-based products from decay h) Landings and threshold	<input type="checkbox"/>
13. Electrical, Mechanical, & Plumbing Plans a) Identify location and size of main electrical service panel(s). b) Provide electrical load calculations. c) Show required electrical and lighting outlets with required lighting controls. d) Identify locations of plumbing fixtures and required clearances and flow rates. e) Identify size and locations of sewer and gas lines. f) Provide isometric gas and sewer sizing diagram and calculations. g) Specify locations and types of mechanical equipment/appliances.	<input type="checkbox"/>
14. Title 24 Energy Report/Certificate of Compliance Forms	<input type="checkbox"/>
15. Structural Calculations	<input type="checkbox"/>
16. Clean Bay Blueprints: Clean Bay Plans	<input type="checkbox"/>
17. City of Sunnyvale CalGreen Checklist: CalGreen Checklist	<input type="checkbox"/>

Planning:

1. Reproduce Planning Approval Letter and conditions of approval on the coversheet.	<input type="checkbox"/>
2. Planning Division's ADU Submittal Checklist: Planning Submittal Checklist	<input type="checkbox"/>

Engineering:

1. Site Plan: a) Show property line between property and public right-of-way. b) Identify public sidewalk(s) and driveway approach. c) Location, type, and dimensions of easement(s) within parcel d) Identify utilities on plans. Show size and locations of service laterals, water meter,	<input type="checkbox"/>
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and sewer cleanout. No separate sewer or water connections to the main are allowed. Sewer and water for the ADU must connect to the main house laterals on private property.	
2. Details: a) Provide and cross reference driveway approach details.	<input type="checkbox"/>

Environmental Services:

1. Proof of Green Halo Waste Management Plan Submittal	<input type="checkbox"/>
2. Identify locations of trash receptors on plans.	<input type="checkbox"/>

Fire:

1. Provide site plan showing existing and new propose SFR.	<input type="checkbox"/>
2. Note on coversheet if the existing SFR has an NFPA 13 or 13D sprinkler system. See CRC and SMC 16.17.080 if sprinklers will be required.	<input type="checkbox"/>
3. Provide and identify locations of emergency escape openings.	<input type="checkbox"/>
4. Provide and identify locations of smoke and carbon monoxide alarms throughout each structure.	<input type="checkbox"/>