



CITY PRE-APPROVED ACCESSORY DWELLING UNIT CHECKLIST



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561
www.stocktonca.gov/buildinginspection

This checklist should be used as a guide to ensure that a complete City Pre-Approved Accessory Dwelling Unit (ADU) permit package is submitted. There may be additional items requested as needed. Review the ADU Guide at www.stocktonca.gov/ADU to determine the feasibility of constructing an ADU on the property.

Planning Division Permits:

Before permit submittal, please contact the Planning Division to determine if a Planning permit will be required for the project. The Planning Division may be reached at (209) 937-8266, by email at planning@stocktonca.gov, or by visiting the Permit Center at 345 N. El Dorado Street.

Submittal Checklist: *If any of the items listed are not included, the submittal may be rejected.*

- Completed [Building Permit Application](#)
- Completed [Owner Builder Form](#) – if owner will be the permit holder
- Digital copy of site plan (USB) – See page 2 for detailed example of site plan
- Completed [Hold Harmless Agreement](#)

Additional Requirements:

- Newly constructed ADU's will require a roof-mounted photovoltaic solar system – a separate permit is required. (The solar permit must have a final inspection approval prior to ADU final approval.)
- School fees may be applicable. A copy of the completed School Fee Compliance form and receipt for any applicable fees must be submitted to the City.

Permit Documents Provided at Issuance:

- Signed permit, Smoke and Carbon Declaration Form, Jobsite card, and Hold Harmless Agreement
- Approved Plans – Including stamped City plans and site plan
- Registered Energy Calcs (provided by the City)

Site Plan Requirements (see page 2 for example):

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| <ul style="list-style-type: none"><input type="checkbox"/> Scale – Site plan must be drawn to scale<input type="checkbox"/> Orientation – Include North arrow<input type="checkbox"/> House Footprint – Include garage, porch, patio, and all other structures on the property<input type="checkbox"/> Dimensions – Include distances to property lines and between structures<input type="checkbox"/> Street Address & Main Streets – Must be included on site plan<input type="checkbox"/> Property lines, sidewalks, driveways – Must be shown on site plan<input type="checkbox"/> Gas – Show gas line, and provide length, diameter of pipe, and material | <ul style="list-style-type: none"><input type="checkbox"/> Sewer – Show existing, where the connection will be made, length, material, and diameter of pipe.<input type="checkbox"/> Electric – Show existing electrical main panel location and size and connection to ADU<input type="checkbox"/> Utilities, Hydrants, Other Public Facilities – include PG&E power poles on property<input type="checkbox"/> Easements – Public or private<input type="checkbox"/> Existing & Proposed Structures, Accessory Structures – Include gazebos, sheds, swimming pool, and any other detached structures |
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For any questions regarding the project submittal, please contact the Building Division at (209) 937-8561.

