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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):

- Scale** – Site plan must be drawn to scale
- Orientation** – Include North arrow
- House Footprint** – Include garage, porch, patio, and all other structures on the property
- Dimensions** – Include distances to property lines and between structures
- Street Address & Main Streets** – Must be included on site plan
- Property lines, sidewalks, driveways** – Must be shown on site plan
- Sewer** – Show existing, where the connection will be made, length, material, and diameter of pipe.
- Electric** – Show existing electrical main panel location and size and connection to ADU or new electric service serving ADU
- Utilities, Hydrants, Other Public Facilities** – include PG&E power poles on property
- Easements** – Public or private
- Existing & Proposed Structures, Accessory Structures** – Include gazebos, sheds, swimming pool, and any other detached structures

For any questions regarding the project submittal, please contact the Building Division at (209) 937-8561.

