



**CITY OF SANTA CLARITA**  
**BUILDING & SAFETY DIVISION**  
23920 Valencia Boulevard, Suite 140  
Santa Clarita, CA 91355 (661) 255-4913

## **ADU/JADU Building Plan Requirements**

Plans submitted to Building & Safety for new Accessory Dwelling Units (ADUs) or Junior Accessory Dwelling Units (JADUs) shall show in detail how the project will conform to all the State codes, City ordinances, and regulations enforced by Building & Safety. The information contained in this handout includes the minimum submittal requirements needed to perform a complete plan review. Depending on the scope of work, some projects may require additional plan requirements to demonstrate code compliance. Clearance from the Planning Division is required before any plan submittals can be reviewed by Building & Safety.

### **Basic Plan Requirements:**

Plans must conform to the following requirements prior to any review being performed:

1. Plans may be submitted as paper plans or uploaded electronically to our eService portal. When submitting paper plans, a minimum of (2) sets of complete plans and supporting documents shall be submitted for review.
2. Plans shall be drawn on full-size sheets (11" x 17" minimum) if paper plans are submitted.
3. Plans shall be legible and drawn to scale. (1/4 inch = 1 foot is the minimum scale to be used for residential floor/roof plans, section, and elevation views; 1 inch = 20 feet is the minimum scale to be used for site plans)
4. Indicate the address of the property as well as the name and address of the property owner. All ADUs will require new addresses (e.g., 12345 ½ Elm Street). Contact Building & Safety to obtain the appropriate address.
5. Plans shall specify the location, nature, and extent of the proposed work and show how it will conform to the provisions of the applicable codes, including any relevant ordinances/regulations.
6. Incomplete plan submittals will not be accepted.

### **Site Plan Requirements:**

The site plan must indicate property line setbacks, slope setbacks (if applicable), locations of any oak trees (if applicable), and dimensions to all buildings and pools/spas on the property. All existing structures shall be shown on the site plan and be clearly identified and labeled. Additionally, site plans shall also include all of the following information:

1. Show the locations of all existing and new HVAC equipment, electric/gas meters and submeters, and electric panel with its rating (amperage). Indicate proposed upgrades to existing panels (if any).
2. Show the proposed location, size, and length of any proposed gas line on the plans and indicate the total BTU demand for the proposed equipment (if any).
3. Clearly indicate if the existing dwelling is connected to the public sewer or private septic system. If proposing to extend to sewer lines on site, show the location of new sewer lines and indicate a minimum 2% slope for sewer piping. If connecting to a new/existing septic system, show the location of the septic system on the site plan and label all components including tanks, seepage pit, leach lines, etc.

### **Floor/Roof Plan Requirements:**

Existing (if applicable) and proposed floor and roof plans are required to be included in the plan submittal. All plans must be fully dimensioned and shall include all of the following information:

1. Building sections and exterior elevations shall be included to identify all new and existing elements and materials. They shall depict the unique conditions of the structure or the site conditions.
2. Plans shall indicate the locations of all mechanical, electrical, and plumbing equipment/systems. For ADUs only, provide a separate HVAC system, water heater, and its own dedicated subpanel.
3. For attached ADUs, plans shall indicate a minimum one-hour fire rated assembly separating the main dwelling from the proposed ADU. The fire rated assembly shall be a listed assembly tested by an approved testing agency (e.g. LA City, ICC, Gypsum Association, etc.) Complete assembly details and listing numbers shall be indicated on the plans and must meet the requirements stated in Chapter 7 of the CBC. This applies to both ceiling and wall assemblies separating the units as applicable.

### **Structural Plan Requirements:**

Structural plans must clarify if using conventional lightweight construction or a licensed professional is preparing the plans. See below for additional information:

1. For projects that do not conform to conventional light-frame construction in accordance with CBC Sections 2304 and 2308, structural plans and calculations shall be prepared and signed by a professionally CA licensed civil engineer, structural engineer, or architect.
2. If any new openings are proposed in existing walls, those walls will either need to meet the conventional light-frame construction requirements or need to be designed by a CA licensed civil engineer, structural engineer, or architect.
3. For garage conversions, show the ceiling framing, indicate whether it is existing or new, and verify the framing is adequate to support any new material loads.

### **Energy Requirements:**

All new ADU's, additions, and conversions of existing unconditioned floor space to conditioned space are required to meet the minimum energy efficiency standards according to the California Energy Code. Plans and energy forms shall comply with the following requirements:

1. Energy compliance forms and the mandatory measures shall be incorporated in the plans.
2. Solar energy systems are required for new detached ADUs and must be included in the energy forms.
3. Incorporate the requirements listed in the energy forms into the floor/roof plans, sections, and elevations.

### **Agency Clearance Requirements:**

When applicable, approval from the following agencies will be required prior to issuing a building permit.

1. Santa Clarita Planning
2. Santa Clarita Engineering Services (For new structures and additions).
3. Santa Clarita Environmental Services (For new structures and additions)
4. Santa Clarita Address Assignment
5. Santa Clarita Traffic & Transportation Planning (For detached ADU's).
6. County of L.A. Fire Prevention Bureau
7. William S. Hart High School and Elementary School Districts
8. Sanitation Districts of L.A. County (or County of L.A. Health Services for on-site septic systems)

Some agencies may require fees to be paid. It is recommended to contact these agencies to inquire about fees and requirements prior to preparing plans. Please refer to our Residential Agency Referral List for contact information for individual agencies.

### **Additional Supplemental Requirements:**

1. Depending on the size, location, and nature of work, projects located in the fire zone and/or flood zone may require additional information to be provided and may be subject to additional construction requirements to demonstrate code compliance.
2. A geotechnical report is required for all new buildings and additions that have a total proposed floor area exceeding 1,000 sq. ft. or structures that are located in areas where geotechnical hazards are known to exist.
3. If the main residence is equipped with a fire sprinkler system, the ADU must also be equipped with a fire sprinkler system, or as required by LA County Fire Prevention.
4. For garage conversions, an approved vapor retarder/barrier will need to be applied over the existing concrete slab to prevent the passage of moisture.

If you have any questions regarding building plan requirements for ADUs/JADUs, feel free to contact Building & Safety by phone at 661-255-4935, by email at [buildingpermits@santa-clarita.com](mailto:buildingpermits@santa-clarita.com), or visit us at 23920 Valencia Blvd, Suite 140, Santa Clarita, CA 91355.