



City of Carmel-by-the-Sea  
Building Safety Division  
Guidance Document

## 24-11 ADU (Detached) Submittal Requirements

---

In an effort to expedite the plan review and permitting process, the building official has determined that all plans submitted for building permits from the Building Safety Division shall be generally complete prior to the application being accepted for review. This guidance document provides a checklist that will be used by staff to determine completeness at the time of submittal. While not all items are applicable to all projects, the staff will determine, based on the submittal documents and communication with the applicant, whether the plans are generally complete and acceptable for review. Please confirm plan content by **checking** the appropriate boxes and **signing** below. **Applications deemed incomplete will not be accepted for review.**

- **Please contact the following departments for specific project information and requirements:**
- Planning Department (831) 620-2010 or [planning@ci.carmel.ca.us](mailto:planning@ci.carmel.ca.us)
- Environmental Compliance Department (831) 620-2078 or [mbilse@ci.carmel.ca.us](mailto:mbilse@ci.carmel.ca.us)
- Carmel Area Wastewater District (CAWD) (831) 624-1248 or [www.cawd.org/contact-us](http://www.cawd.org/contact-us)
- Carmel Fire District-Monterey Fire Department (831) 646-3908 or [fireprevention@monterey.org](mailto:fireprevention@monterey.org)
- Monterey Peninsula Water Management District (MPWMD) (831) 658-5601 or [www.mpwmd.net](http://www.mpwmd.net)

**Plans drawn or prepared by licensed design professionals; each sheet must be signed & stamped and all plans shall include designer's name, address and contact information.**

### SUBMIT:

- One (1) set **ELECTRONIC/DIGITAL COPY**. Please submit a PDF electronic or digital copy of all Hard Copy Plan Set materials requested below. The electronic/digital submittal can be in the form of an email, Flash Drive or Hyperlink to the shared Google Drive.
- One (1) properly completed building permit application & submittal checklist
- One (1) properly completed Construction & Demolition Recycling Plan
- One (1) Deferred Submittal Agreement for all work deferred submittal is being requested
- One (1) BMP-Best Management Practices Implementation Tracking Form
- One (1) electronic copy of each of the following documents:
  - Structural Calculations
  - Title 24 Energy Compliance Report, and incorporate the specifications into the plan set
  - Floor & Roof/Truss Load Calculation
  - Geotechnical/Soils Report
  - C & D CAL Green Compliance Forms

### PLANS SHALL CONSIST OF:

- **Cover Sheet Showing:**
  - Project address & APN
  - Owner Name, Address, & Contact Info
  - Lineal Wall Calculation
  - Square footage of any/all proposed structure(s)
  - Building fire sprinkler system (deferred submittal o.k.)
  - Note on plan: To comply with the 2022 CBC, 2022 CEC, 2022 CMC, 2022 CPC, 2022 CA Energy Code, 2022 CA Green Building Standards Code, 2020 NEC & Carmel Muni. Code.
  - Location map
  - Type of construction
  - Fire Severity (WUI)
  - Occupancy classification(s)
  - 65% Recycle management plan
  - Design Study Conditions of Approval
  - Statement of Special Inspections (if applicable to the project)

- **Plot/Site Plan:**
  - Lot dimensions with property lines and any easements identified
  - Location of structures, existing/proposed
  - Location and type(s) of all site utilities: electrical, sewer, water, gas, etc.
  - Driveway existing/proposed
  - Grades & elevation of site and building
  - Grading & Drainage plan
  - Setbacks & Lot Coverage
  - Dimensions from structures to property lines and on buildings adjacent to the subject property
  
- **Architectural Sheets:**
  - Floor Plan (identify and dimension all room usage)
  - Elevations from all sides of building with exterior material used & building height
  - Cross Sections
  - Window and door schedule-include U-Factor, fire rating, egress & safety glazing
  - Show details of fire rated construction per CBC Table 721.1(2), or indicate G.A. file number if assembly is from Gypsum Association Fire Resistance Design Manual.
  - Wildland Urban Interface Area requirements, per CBC Ch. 7A
  - Roof Plan (show proposed roof top equipment, roof pitch, type of roofing, etc.)
  - Existing Conditions, Proposed Conditions & Demolition Plan
  - Waterproofing & Flat Roof details
  
- **Structural:**
  - Include structural design criteria (design load, wind, seismic, etc.) on plan
  - Foundation Plan (anchorage, hold down locations, rebar, piers, etc.)
  - Floor, Wall & Roof Framing Plan
  - Location, size & grade of all framing members to include location, length of shearwall and nailing specifications
  - Structural Details and Sections
  - Concrete Mix Specifications
  - Geotechnical Engineer Report
  
- **Electrical Plan:**
  - Light fixture & switch locations
  - Interior & exterior receptacle outlet locations
  - ESS & Electric Ready Requirements-Range, Laundry, Water Heater & Space conditioning
  - GFCI Locations
  - Service size and location
  - Electrical Load Calculation
  - +600 amp services may be deferred
  - Photovoltaic system size and location
  
- **Plumbing and Mechanical Plan:**
  - Water piping system, pipe sizes, and pipe materials proposed on plumbing floor plans (commercial)
  - Location of plumbing equipment: water heater, lavs, toilets, etc.
  - Gas pipe size & schematic if altering gas piping system (may be deferred)
  - Location of heating and air conditioning equipment including manufacturer's name, model number, fireplaces, ventilation fans, kitchen exhaust, including termination points and CFM's
  - Heat Pump Water Heater location

**I have read the above information and have submitted all the required information.**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
*Staff Use Only*- Application # \_\_\_\_\_ Received By \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_