



# ALBANY CALIFORNIA

## BUILDING PERMIT SUBMITTAL REQUIREMENTS CHECKLIST FOR ADUs REQUIREMENTS MAY VARY WITH INDIVIDUAL PROJECTS – CONTACT STAFF FOR DETAILS

As part of the application, the following requirements must be included, and each box checked by the applicant certifying that requirements have been satisfied. All items should be submitted in PDF format via email attachment or fileshare to [permits@albanyca.org](mailto:permits@albanyca.org).

- Completed City of Albany Building Permit Application**
- Copy of Grant Deed to Subject Property** (with Legal Property Description)
- Site Survey with all setbacks shown** - prepared and stamped by a licensed surveyor
- Project Plan Set** including each of the following items:
  - o **Cover sheet** including:
    - **Proposed ADU/JADU Address (Primary Address followed by “A” or “B”)** – will act as the tentative ADU address until official address expansion is completed after final Planning inspection at the end of construction
    - Proposed ADU/JADU size
    - Detailed project description
    - FAR and lot coverage information
    - Drawing index
    - Photos of the existing home and proposed location of new development
  - o **Existing & Proposed Site Plan Sheet** with all setbacks shown
  - o **Existing Elevations Sheet** with building heights
  - o **Proposed Elevations Sheet** with building heights
  - o **Existing Floor Plan Sheet**
  - o **Proposed Floor Plan Sheet**
  - o **Roof Plan /Building Sections Sheet**
  - o **Window Schedule/details Sheet**
  - o **Drainage Plan** – including City-Specific Cross Drain detail ST-14
  - o **Public Works Conditions**
  - o **Completed Albany Green Building Checklist and Worksheet** (can be found at: [www.albanyca.org/departments/planning-zoning/green-building-program](http://www.albanyca.org/departments/planning-zoning/green-building-program))

*Plans shall meet professional drafting standards.*
- Completed Fire Safety Requirements Checklist** [contact Fire Dept. at (510) 528-5775 or [FireInspector@albanyca.org](mailto:FireInspector@albanyca.org) for fire safety review meeting, prior to Building Permit submittal.]
- Structural Calculations** (if applicable)
- Title 24 Energy Calculations**
- Utility Load Calculations** – Must include utilities proposed to serve the new unit & existing dwelling. \*ADUs require min. 100 AMP service.
- Completed Stormwater Requirements Checklist**
- Pump Information** (if sump or sewage ejector pumps are proposed)
- Soils Report and/or Engineer’s Conformance Letter**
- Supporting Documents** (such as project manual, product specification sheets, etc.)

**Conversions of existing structures into ADUs require a field inspection as part of application process. Call the Building Division at 510-528-5760 to schedule.**

Please check each box indicating you have included all the above information and understand that your application will not be processed until all the information is included.

**I have included the above information and understand that if there is any incomplete information, my application will not be processed.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_