



MADERA COUNTY ADU PROGRAM BUILDING PERMIT SUBMITTAL CHECKLIST

<p>A. INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. Review the County of Madera: A Homeowner’s How-to Guide to Accessory Dwelling Units 2. If participating in the Pre-Approved ADU Program, determine which floor plan and elevation you will use. Complete checklist to the right. 3. Complete form below (all lines, checkboxes). 4. Attach Submittal Requirements (See Checklist on Page 3). 5. Submit a complete application to the County of Madera Building Division, mcbuilding@maderacounty.com. 	<p style="text-align: center;">*COMPLETE ONLY FOR PRE-APPROVED ADU PROGRAM*</p> <p style="text-align: center;">Floor Plan (check one)</p> <p><input type="checkbox"/> 375 sf.</p> <p><input type="checkbox"/> 550 sf.</p> <p><input type="checkbox"/> 743 sf.</p> <p><input type="checkbox"/> 908 sf.</p> <p style="text-align: center;">Elevation (check one)</p> <p><input type="checkbox"/> Spanish/Mediterranean</p> <p><input type="checkbox"/> Craftsman/Bungalow</p> <p><input type="checkbox"/> Modern Farmhouse</p>																		
B. PROJECT DESCRIPTION																			
Structure Type <i>(Select One)</i>	<input type="checkbox"/> Detached from primary structure <input type="checkbox"/> Attached to primary structure <input type="checkbox"/> Converted within primary or accessory structure																		
Construction Type <i>(Select One)</i>	<input type="checkbox"/> New Construction (Demolition Required: <input type="checkbox"/> Yes or <input type="checkbox"/> No) <input type="checkbox"/> Conversion of existing space (Specify space type: _____)																		
Structure Details <i>(Fill-in)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Existing Structure</th> <th style="width: 25%;">Proposed ADU</th> </tr> </thead> <tbody> <tr> <td>Floor Area (Sf.)¹</td> <td></td> <td></td> </tr> <tr> <td>Bedrooms (#)</td> <td></td> <td></td> </tr> <tr> <td>Bathrooms (#)</td> <td></td> <td></td> </tr> <tr> <td>Parking (#)</td> <td></td> <td></td> </tr> <tr> <td colspan="3">¹Include living space, garage, patio, and porch</td> </tr> </tbody> </table>		Existing Structure	Proposed ADU	Floor Area (Sf.) ¹			Bedrooms (#)			Bathrooms (#)			Parking (#)			¹ Include living space, garage, patio, and porch		
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<p>Fire Sprinklers <i>(Select all that Apply)</i></p>	<p><input type="checkbox"/> In Primary Dwelling <input type="checkbox"/> In Proposed ADU <input type="checkbox"/> Other: _____</p>
<p>Solar Panel Installation <i>(Select One)</i></p>	<p><input type="checkbox"/> On Primary Dwelling <input type="checkbox"/> On Proposed ADU <input type="checkbox"/> Other: _____</p>
<p>Parking Exemptions <i>(Select all that apply)</i></p>	<p><input type="checkbox"/> The ADU is located within ½-mile walking distance of public transit. <input type="checkbox"/> The ADU is a designated historic resource or is located within a historic district. <input type="checkbox"/> The ADU is attached to the primary structure or is a JADU. <input type="checkbox"/> On-street parking permits are required but are not offered to the occupant of the ADU. <input type="checkbox"/> There is a designated car share vehicle parking space located within one block of the ADU.</p>



Submittal Requirements for Accessory Dwelling Units

Please use this as a checklist to assemble the required materials for your Accessory Dwelling Unit (ADU) building permit application. The following items must be submitted in order to process your application. **If the plans are not legible and/or do not contain the required information, your application will be rejected.** For more information and guidance, review the County of Madera ADU How-to Guide.

<input checked="" type="checkbox"/>	SUBMITTAL REQUIREMENTS
<input type="checkbox"/>	<u>Building Permit Application</u>
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> One (1) full set of 24" x 36" Drawings and all other minimum information listed below must be included with every building plan submission. <ul style="list-style-type: none"> <input type="checkbox"/> Plot Plan (Using Madera County Plot Plan Template (Example available here)) <input type="checkbox"/> Floor Plan* <input type="checkbox"/> Elevation Drawings* <input type="checkbox"/> Grading Plans <input type="checkbox"/> Owner/Registered Design Professional/Contractor Information <ul style="list-style-type: none"> <input type="checkbox"/> Registered design professional responsible for project. Include address (with zip code) and telephone number. <input type="checkbox"/> Architect or engineer acting as a sub-consultant responsible for a portion of the design; including address (with zip code), and telephone number. <input type="checkbox"/> Owners complete name, current address (with zip code), and telephone number <input type="checkbox"/> Builder's complete name, address (with zip code), telephone number, and contractor license number <input type="checkbox"/> Stamp and Signature of Registered Design Professional on each sheet <input type="checkbox"/> Occupancy Information <ul style="list-style-type: none"> <input type="checkbox"/> Indicate the occupancy type of each area of the new structure per CRC Sec 1.1.3.1 <input type="checkbox"/> Provide the actual building height and number of stories above the grade plane* (CRC section R301.3) <input type="checkbox"/> Provide the building areas (sq.) for each occupancy type of each story of the building* <input type="checkbox"/> Indicate the construction type of the new structure per CRC Sec R602 <input type="checkbox"/> Indicate the occupancy category of the new structure per Table CBC 1604.6* <input type="checkbox"/> Requirement for a fire sprinkler system per CRC Sec R313 <input type="checkbox"/> Provide means of egress CRC Sec R311* <input type="checkbox"/> Design Criteria {CRC section R301.1} (Required for first sheet) <ul style="list-style-type: none"> <input type="checkbox"/> Indicate the climate zone for the new structure. 13 or 16 <input type="checkbox"/> Indicate the floor and roof live loads for the new structure. CRC R301.5, R301 .6 <input type="checkbox"/> Indicate the ground snow load per CRC R301.2(5) <input type="checkbox"/> Indicate the wind speed and exposure category per CRC R301.2.1.4 (85 MPH default min.) <input type="checkbox"/> Indicate design method for wind, i.e.: simple, analytical (CRC section R301.1.3) <input type="checkbox"/> Indicate the soil site class per Table CRC R301.2.2.1.1 and CBC 1613.5.2 <input type="checkbox"/> Provide the spectral response coefficients SDS per CRC Sec Table R301.2.2.1 . <input type="checkbox"/> Indicate the seismic design category per CRC Table R301.2.2 .1.1 <input type="checkbox"/> Indicate the soil load bearing pressure value per CRC Table R401.4.1 (1500 PSF default). <input type="checkbox"/> Indicate water and sewer piping materials, i.e.: PEX, CPVC, Copper, Etc..
<input type="checkbox"/>	Preliminary Title Report – showing the legal description of the property and any recorded easements.



County of Madera
200 W. 4th Street, Madera, CA 93637
(559) 675-7821

<input type="checkbox"/>	Building Permit Application Fees – Fees will be invoiced. All fees must be paid before the application is deemed complete. Please note: Building Permit Fees are separate from the Building Permit Application Fees. Permit fees are calculated at time of issuance.
<input type="checkbox"/>	Impact Fees – Fees will be invoiced prior to building permit approval. Please note: ADUs less than 750 square feet are not subject to impact fees.