



26 Corte Madera Ave., Mill Valley, CA 94941
Phone: (415) 388-4033

BUILDING DEPARTMENT PLAN SUBMITTAL REQUIREMENTS Residential Accessory Dwelling Units (ADU)

Applications for Accessory Dwelling Unit building permits require plans and supporting documents. We are providing this handout to assist you in preparing your application for a building permit. Any project that requires design review or is multiple family housing must have an approved Site Development Planning file with the Planning Division.

Your electronic submittal should include: Plans and Documents (structural calculations, Title 24 compliance and other supporting documents such as truss calculations, gas pipe sizing calculations, etc.) must be provided. All plans shall be drawn on a minimum size of 11" X 17" sheets and with a minimum scale of 1/4" per foot. The site plan may be 1/8" per foot. Larger projects will require larger sheets (36" x 24" maximum). Plans and specifications shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all applicable codes and all relevant laws, ordinances, rules and regulations.

All plan sets shall include the following:

1. Title Block: Must contain the name of owner(s), address of project and assessor's parcel number as well as noting that "All construction, regardless of details on plans, shall comply with the 2022 California Building Code, 2022 California Residential Code, 2022 California Plumbing Code, 2022 California Mechanical Code, 2022 California Electrical Code, 2022 California Building Energy Standards, and 2022 Green Building Standards."
2. Site Plan: Fully dimensioned, showing property lines, direction of drainage, streets, driveways and locations of all structures, easements and any off-street parking.
3. Floor Plan: Show the size and intended use of all rooms. Show type, size and locations of all doors and windows (including egress and safety glazing), smoke detectors, CO sensors, address numbers, furnace(s), water heater(s), electrical and gas service and subpanels. For additions and alterations show an existing floor plan and provide details at all rooms adjoining addition or area(s) of alterations. Clearly delineate between existing and new conditions. Use separate sheets if necessary.
4. Elevations: Provide at least two exterior elevations indicating general appearance, windows, doors, finishes, roof covering, etc. For additions and alterations show existing as well as new.
5. Structural Plans: Provide plans for foundation, floor framing, roof framing, and wall framing. Clearly show all structural connections. Provide details as needed. For additions and alterations, clearly show tie-in from new to existing. For slabs on grade show minimum 3 1/2" thick, gravel or sand sub-base and minimum 6 mil vapor barrier.
6. Plans for Group R, Division 3 and Group U occupancies and accessory buildings must be signed by the person who drew the plans. Business & Professions Code 5536.1.
7. General: Provide details for any special features (e.g. stairs, graspable handrails, guardrails, roof ventilation, underfloor ventilation, attic access, underfloor access, fireplaces, spark arrestor at new or existing chimneys, and sound transmission control between residential units).
8. Accessory Dwelling Units are subject to Subchapter 7 of the 2013 California Energy Code "Low Rise Residential Buildings" as well as the provisions of Subchapter 2- "All Occupancies-Mandatory Requirements for the Manufacture, Construction and Installation of Systems, Equipment and Building Components"-Mandatory Features and Devices". Provide required Title 24 documentation (CF1R) for low-rise residential as applicable and print on plans.
9. Green Building: All residential projects that add conditioned space must submit a CALGreen Checklist to the Building Division with any application for a Building Permit. See Mill Valley Municipal Code Section 20.95 for additional requirements.
10. Upon the issuance of any "retroactive" permit the applicant shall schedule the building inspector to perform a site visit to determine the amount of finishes to be removed as necessary to inspect and verify that the construction, mechanical, electrical and plumbing installations comply with required codes.
11. *Per Mill Valley Municipal Code section 20.90.030(A)(9), prior to receiving a building permit for an ADU, Marin Municipal Water District shall submit a letter of service availability for water. Please contact Marin Water District Engineering to learn more and obtain this letter:*
engineering@marinwater.org.