



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
 (831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

ACCESSORY DWELLING UNIT [ADU] CONVERSION CHECKLIST **FOR THE CONVERSION OF AN EXISTING STRUCTURE TO AN ADU**

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required. Failure to include items below will delay the permitting process.

When ready to submit. Attach all documents listed below to an email. Send the email to epermit@ci.salinas.ca.us. Each document should be in PDF format with a label matching those used below.

Documents	
GENERAL	Completed Building Permit Application
	Plan Set - Signed and Dated (A Single PDF File Containing All Plan Sheets, 24"x36" Minimum)
	Structural Calculations – Signed and Dated (If Required)
	Construction & Demolition Waste Form
	Manufacturer Specifications and Cut Sheets
COVER SHEET	Applicable Codes: 2019 California Building or Residential Code and the Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes and City of Salinas Municipal Code
	Preparer’s Title and Registration (If Applicable), Address, Phone Number
	Project Address, Assessor Parcel Number, Legal Property Owner’s Name, Address, Phone Number
	Scope of Work Identifying All Work Proposed Under This Permit
	Project Data: Property Type, Type of Construction, Occupancy Classification, Square Footage of Remodeled Area, Building Height, Fire Sprinkler (Yes / No), Number of Stories
	Sheet Index
	Deferred Submittal List – Truss, Sprinklers, Solar PVS...Etc.
	Special Inspections Form (ST&I) Reproduced on Cover Sheet (If Required)
CONSTRUCTION PLANS	Site Plan: North Arrows, Scale, Setbacks, Lot Dimensions, Property Boundaries, Street Names, Building Footprint and Roofline with all Projections Dimensioned to Property Lines, Vicinity Map, New And Existing Structures, Gates, Walls, Fences, Driveways, Sidewalks, Easements, Utilities, Meter Locations, Etc.
	Demolition Plan Showing Existing Portion of Structure to Be Removed
	Floor Plans with Framing Details - Existing/Proposed, Dimensions, Label Each Building and Room
	Detailed plans of the existing portion of the structure being converted to the ADU
	Exterior Elevations (If Modified) - All Sides of the Building, Existing/Proposed, include Materials and Mechanical Equipment
	Cross Sections/Details
	Foundation Plan with Details
	Roof Plan
	Roof Framing Plan with Details
	Wall Framing Plan with Details: CRC Braced Walls or CBC Shear Walls
	Location of Mechanical Equipment and Specifications
	Electrical Plan with Receptacles, Lighting, Panel Locations, Panel Schedules, and Single Line Diagram
	Gas line diagram and calculations
	Energy Certificate of Compliance Forms Reproduced on Full Size Plan Sheets
	Cal Green Mandatory Measures Checklist Reproduced on Full Size Sheets



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FEES & AGENCIES	CITY OF SALINAS FEES: Building permit fees vary based on project valuation and are approximately 10% of the project valuation. Applicant is required to pay only the plan check fee which is a percentage of the total permit fee. Planning, Fire and Engineering (PW) fees may apply, depending on the project scope of work.
	MONTEREY ONE WATER FEES: A one-time sewer fee to mitigate additional sewer capacity may apply, applicant should contact the agency directly to obtain a fee estimate. Applicant is responsible for providing a receipt of payment or waiver from the agency prior to building permit issuance. (831) 372-2385
	SCHOOL FEES: Applicant should contact the school district offices the project is in, to obtain a fee estimate. School fees vary by District and building square footage. Applicant is responsible for providing a receipt of payment or waiver prior to building permit issuance.

Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community.

Division Contact Information:

Planning	758-7206	currplanwebmail@ci.salinas.ca.us
Engineering	758-7251	encroachment@ci.salinas.ca.us
Fire	758-7261	fireprevention@ci.salinas.ca.us
Building	758-7251	epermit@ci.salinas.ca.us