Development Services Department

City Standard Accessory Dwelling Unit Guide

This checklist summarizes the items that an applicant, contractor, or property owner will need to submit as part of the City Standard Accessory Dwelling Unit (ADU) program. This checklist should be included with your application, along with all the required forms and documentation specified herein.

City Standard ADU Minimum Plan Requirements			
No.	**Requirements**	**Provided**	**Notes**
1	**Plan Selection**	☐	Choose the appropriate ADU plan for your project and download it at: https://www.chulavistaca.gov/adus Plans are available under the City Standard ADU Plans drop-down menu.
2	**Title Sheet**	☐	On Sheet **G100**, complete **ALL** information under the following sections: • Development Standards • Utility Data • Zoning Setbacks • Legal • Building Data • Scope of Work
3	**Vicinity Map**	☐	On Sheet **G100**, insert a project vicinity map that identifies the property into the space provided.
4	**Project Specific Features Plan Checklist**	☐	On Sheet **G102**, complete **ALL** sections as applicable to your specific project and location: • Waste Water (GIS) • Methane Area[1] (GIS) • Photovoltaic (PV) Solar System Size Requirement • Soils Requirement • Wildland-Urban Interface (WUI)(GIS) • Fire Sprinklers[2] • Very High Fire Severity Zone (VHFZ)(GIS) • Water Meter[3] • Electrical Service[4] • Climate Zone (GIS) • ADU Floor Plan • Misc. Available Options • Foundation Type • Exterior Wall Material • Roof Material • Detail Group

			GIS items can be found on CVMapper in our interactive map gallery.
5	**Title 24 Energy Calculations**	☐	Sheets **G400** through **G433** detail general energy compliance options available for both climate zones 7 and 10, for slab-on-grade and raised foundations, as well as the number of bedrooms specific to your plan. Please choose one of the available options as it pertains to your project. For example, if you have chosen the 748 square-foot long ADU plan with 2 bedrooms, a raised foundation, located in climate zone 7, the appropriate energy documentation for your project would be, Title 24 – 2-Bedroom RF – CZ7. Please see below for additional clarification. • (SOG – CZ10) for projects that will utilize a slab-on-grade foundation in climate zone 10 • (SOG – CZ7) for projects that will utilize a slab-on-grade foundation in climate zone 7 • (RF – CZ10) for projects that will utilize a raised foundation in climate zone 10 • (RF – CZ7) for projects that will utilize a raised foundation in climate zone 7 These calculations will need to be updated by an Energy Consultant specific to the location of your project. Need assistance in finding an energy consultant? The California Association of Building Energy Consultants (CABEC) may be a beneficial resource: https://cabec.org/find/
6	**Stormwater BMP Site Plan**	☐	Sheet **C100** provides an example of a stormwater control Best Management Practices (BMP) site plan. The BMP site plan shall detail the type and location of the following BMP's that will be incorporated into this project: • Source control • Site design • Construction
7	**Site Plan**	☐	Sheets **A010** and **A011** provides an example of an Existing and Proposed Site Plan. It may not be necessary to provide an existing site plan, as all the existing elements may be able to be included with the proposed site plan. The proposed site plan shall detail the following information: • North Arrow • Scale • Address of primary dwelling and ADU (if available) • All existing and proposed structures, including pools on the property

			• Property Lines (labeled and dimensioned) • Setbacks (labeled and dimensioned) to property lines and other structures on the property • Street and alley centerline(s) • Easements • Existing and proposed utilities (gas, electric and sewer), size and location • Lot coverage information (see plan sheet for a detailed example of required information) • Topographic Elevation Lines • Existing and Proposed Landscaping
8	**Gas Isometric Plan**	☐	Complete detail 6 on Sheet **A501** should the proposed ADU utilize any gas appliances. Assistance from a Licensed Plumber may be necessary to complete this information. Please refer to Figure 1215.1.1, Table 1215.2(1) and Table 1208.4.1 of the California Plumbing Code for additional information on how to complete this information. https://epubs.iapmo.org/2022/CPC/
9	**Electrical Panel Schedule/Load**	☐	Complete the electrical panel schedule on Sheet **E103** as applicable. Assistance from a Licensed Electrician may be necessary to complete this information. Please refer to section 220.82 of the California Electrical Code for additional information on how to complete this information. https://link.nfpa.org/free-access/publications/70/2022California

[1]Should your project fall within a Methane Area, an additional methane plan will need to be submitted as part of your ADU project.

[2]When required, fire sprinkler plans do not need to be submitted with the initial plans and application and can be a deferred submittal under a separate Fire permit. Please complete and submit the Fire Sprinkler System – NFPA 13D Application along with your fire sprinkler plans to the Chula Vista Fire Prevention Division.

[3, 4]A service order or other confirmation from the utility may be required prior to permit issuance.

Required Forms for Complete Application			
10	**Affidavit**	☐	*https://www.chulavistaca.gov/home/showdocument?id=28169*
11	**Hold Harmless Agreement**	☐	*https://www.chulavistaca.gov/home/showdocument?id=28171*
12	**Truss Calculations**	☐	Truss calculations, indicating the loading criteria and member sizes along with a truss layout shall be provided with all plans and applications as an 8.5"x11" attachment. **Truss calculations cannot be a deferred submittal when using City Standard ADU plans.** The first page of the truss calculations and each page showing truss detail and specifications shall be stamped and signed by the California registered Civil or Structural engineer in responsible charge of design of the trusses.
13	**Soils Report/Certification**	☐	Should a complete Geotechnical Report not be provided for your project, a certificate from a California registered civil or geotechnical engineer verifying that the proposed construction

			site is on cut or natural grade and not fill material shall be imprinted on the plans under the "Soils Requirement" section on plan sheet **G102**. Request to Waive Soils Investigation Report Form
14	**Owner/Builder Declaration** **Licensed Contractor Declaration**	☐	When the property owner will act as their own general contractor on a project, and either do the work themselves or hires subcontractors, an Owner/Builder Declaration Form will need to be completed and submitted to the City prior to permit issuance.
15	**Storm Water Compliance**	☐	All development projects are required to submit a Stormwater Quality Management Plan Form to comply with the regional MS4 Permit. Site design and source control BMPs will have to be implemented to minimize the potentially negative impacts of the project's construction and land development activities on water quality. Standard Water Quality Management Plan (SWQMP)
16	**Waste Management Report**	☐	All development projects require a Waste Management Report and Performance Deposit. Please use the following link or contact the City of Chula Vista Environmental Services Division for additional information: https://www.chulavistaca.gov/departments/clean/environmental-services/construction-demolition-debris Phone: 619-691-5122 Email: environmentalservices@chulavistaca.gov
17	**Grading Permit**	☐	In most instances, a grading permit will not be required for an ADU. However, if your project involves cutting into an existing slope, installing a retaining wall, or creating an embankment, please refer to Form 5516 – Limits to Grading Without a Permit or contact the City of Chula Vista Land Development Section at 619-691-5024 to confirm whether your proposed scope of work will require a grading permit. When required, a grading permit and building pad certification will need to be completed prior to the issuance of a building permit.

Outside Agency Requirements			
18	**San Diego Gas & Electric (SDG&E)**	☐	Should your project require a new or upgrade of an electrical or gas meter, please contact San Diego Gas & Electric (SDGE) as soon as possible. Please refer to the SDGE Additional Dwelling Unit checklist to help navigate their processes and requirements. To apply for a service through SDGE, please use the following link: https://www.sdge.com/apply-service
19	**Water District**	☐	Should your project require a new or upgrade of a water meter, there are three different water districts within the City of Chula Vista's jurisdiction, each with their own processes and requirements. Please contact the appropriate water district for your property as soon as possible. Otay Water District, Public Services Division – 619-670-2241 https://otaywater.gov/engineering-services/public-services/ Sweetwater Authority – 619-420-1413 https://www.sweetwater.org/410/Development-Resources California American Water District https://www.amwater.com/caaw/About-Us/Doing-Business-With-Us/developers-and-contractors

Permit and Other Applicable Fees			
20	**Permit Fees**	☐	All detached City Standard ADU plans up to 1,199 square feet and building permit applications have a set intake, plan review and inspection fee. Please refer to Fee **Bulletin 10-400** (Miscellaneous Item Permit Fees) under Accessory Dwelling Units for a breakdown of the required permitting fees.[1,2]
21	**Development Impact Fees**	☐	In California, Mitigation Fee Act (Government Code §§66000-66025) and the Quimby Act (Government Code §66477) allows development impact fees (DIF) to be charged proportionally in relation to the square footage of the ADU to the square footage of the primary dwelling unit for any ADU over 750 square feet. For projects using City Standard ADU Plans 750 square feet or less, impact fees will not be assessed. For projects utilizing **City Standard ADU** plans exceeding this threshold, please contact our Facilities Financing Division FF@chulavistaca.gov to obtain an estimate of the DIF that would be required for your project.
22	**School Fees**	☐	If a 500 square foot or more City **Standard ADU** is chosen for your project, school fees will need to be factored into your

			project costs. There are two school districts within the City of Chula Vista that are responsible for computing their proportionate share of these fees (you will need to pay fees to both districts): **Sweetwater Union High School District – Finance Dept.** 619-585-6081 or developer.fees@sweetwaterschools.org **Chula Vista Elementary School District – Facilities Division** 619-425-9600 or ana.garcia1@cvesd.org

[1]The permit fees detailed in Bulletin 10-400 are inclusive of the first and second plan reviews. Additional reviews as well as any required plan changes will be charged at an additional hourly rate.

[21]The permit fees detailed in Bulletin 10-400 are inclusive of the first and second building inspections for the same type of inspection. Continued inspections of unresolved corrections issued by the City Building Inspector will result in additional reinspection fees charged at an hourly rate.

Online Access, Accounts, and Addressing			
23	**Accela Citizen Access**	☐	Visit https://permits.chulavistaca.gov/citizenaccess/chulavista.aspx to register for an account. Please note, all businesses, contractors and design professionals will be required to obtain a Business License. Business Licenses can be attained from our Finance Department.

24	**Address for the ADU**	☐	Upon submittal of your application, front counter staff will inform you of your tentative address.
			
			Once the building permit for your project has been issued, City Staff will email the following entities informing them of this new address:
			
			• Local Utility Companies
			  o San Diego Gas and Electric (SDG&E)
			  o Water Authorities
			  o Communications Companies
			  o Republic Services
			• United States Post Office
			• School Districts
			• San Diego County Assessor's Office
			• San Diego County Sheriff's Office
			• Various City Departments

Project Submittal, Corrections, and Issuance			
25	**Project Submittal**	☐	All new projects, plans and associated documents are now required to be submitted online through Accela Citizen Access. Please visit our Online/Electronic Permit Services page for the instructions on submitting your project. If you have general questions on the intake process, please email DSD@chulavistaca.gov or call 619-476-2332.
26	**Corrections**	☐	The applicant will be notified via email when their project has corrections. Upon receiving this notification, the applicant can download their correction list by logging into their account on Accela Citizen Access.
27	**Issuance**	☐	Once all project requirements, conditions, and fees have been approved/paid, the applicant will receive an email informing them of permit issuance.
28	**Inspections**	☐	After the permit has been issued, there is a requirement for various stages of construction to be inspected and approved by a City Building Inspector. For a list of typical inspections required for your detached ADU project, please refer to the following handout: Typical Accessory Dwelling Unit Inspections. To schedule, cancel, reschedule and check the results of an inspection, please visit our Schedule an Inspection webpage for additional instructions.