



ADU PRE-APPROVED PLANS CHECKLIST

The City of Cotati preapproves plans for detached ADUs submitted by designers, architects, builders, and other qualified professionals. Having your ADU plans preapproved by the City expedites the permitting process and reduces costs. This checklist is intended to be used by designers who are looking to submit their ADU plans for preapproval independent of any site-specific application. Incomplete applications will not be accepted.

Applications	
Building Permit Application	

General Plan Requirements	
Title Block (required on all sheets)	
Title block to include designer’s name, title, address, email and contact phone number. Also, sign all documents (please note: a signature is not required at the time of preapproval application)	
Area in the title block to place address of property and name, address, contact phone number of property owner	
Scale for all drawings and details	
Fillable Cover Sheet: <i>The fillable cover sheet(s) should have blank spaces for each of the following fields. The cover sheet is required to ensure that all the proper notes are included on the plans</i>	
Occupancy and Type of Construction (R-3 ADU/ U- garage) (wood walls and roof frame “type 5” (IV))	
Fire Sprinklers are required if installed in the existing SFD.	
Gross Area by Floor(s) for interior and exterior spaces (decks, sheds etc.) and Building Height	
Lot Coverage Calculation (buildings).	
Index of Drawings (plan sheets) on the cover sheet of the plans.	
Identify if the plan addresses Special Hazard Zones: Wildland-Urban Interface Area (WUIA); Flood Zone; Liquefaction; Seismic Hazard Zone (Link where the information can be found)	
List of Deferred Submittals on the cover sheet (if any)	
Environmental Services Standard Notes	
Architectural Plan Requirements	
Architectural floor plan(s) with complete dimensions for all rooms, cross-referenced details, total floor area & applicable construction notes	
Architectural roof plan (show the direction of rainwater flow)	
Exterior building elevations on all sides, identify siding and roof materials	

Building sections from foundation to the roof ridge in not less than two directions. Dimension all floor to ceiling levels relative to a datum	
All windows & doors properly located with type & sizes (list in a door and window schedule or at locations on elevation and floor plan)	
Location of safety glazing and bedroom egress windows	
Locate in the plans all appliances including FAU, water heater, range, refrigerators, washer/dryer, dishwasher, etc.	
Location of plumbing fixtures within spaces such as bathrooms, kitchen etc.	
Provide the Location for utility connections for gas, electric, drains and water meters	
Location, type & model of fireplaces (if proposed)	
Attic ventilation calculations, size and number of attic vents	
Wall and ceiling legends (detail the wall framing, and cover for interior and exterior)	
Stair, porch, landing details (as applicable)	
Structural Plan Requirements	
Foundation plans and referenced details	
Framing plan should include: extent of all framing members, shear walls and, holddowns / or braced walls location(s), etc.	
Structural Load and Lateral Calculations (if applicable) or confirm plans meet conventional construction requirements.	
Floor Framing on all levels: Identify structural members size spacing and the sheathing	
Roof framing rafter and ceiling joist size, spacing and sheathing or provide Truss Submittal	
Structural Cross Sections or complete framing plans for all levels	
Detail stairs, porches, landings Plan/Details (if applicable)	
List Required Special Inspections	
Mechanical, Plumbing, Electrical, T-24 Energy, CalGreen Plan Requirements	
Location of HVAC and plan layout supply and return registers	
Plumbing fixture locations and clearances	
Plumbing system Design/Calculations for water supply, drain and	
SUSMP Worksheet: (if applicable) When worksheet indicates BMPs are required, 2 copies of final SUSMP document required	
Electrical Load Calculation Worksheet (minimum 60 amp service)	

Outlets, high-efficiency fixtures, switches, smoke alarms, carbon monoxide alarms, main service panel and sub-panel sizes	
Calculations, Specifications and Supplemental Reports	
Energy Calculations & Forms (Title 24 Part 6) CF-1R & MF-1R to be incorporated into the set of prints	
Incorporate completed City of Cotati CalGreen Residential Mandatory Measures. Incorporated document into plan set.	

Additional Notes:

IS THERE AN ACTIVE CODE ENFORCEMENT ISSUE ON THE PROPERTY?

You must resolve any active Code Enforcement complaint or violation before we can accept your ADU plans.

ADU Minimum Size: 150 sf detached or attached to the existing SFD.

ADU Maximum Size: 1,200 sf detached or if attached to the existing SFD not to exceed 50% of the SFD or no more than 1,200 sf.

HOW TO MEASURE SQUARE FOOTAGE FOR AN ADU PROJECT

For the purposes of an ADU project submittal, square footage is based on measurements of each livable floor space to the exterior finish. This applies to the main home as well as the proposed ADU.

- Main Home square footage - Do not include nonlivable spaces such as garages, unfinished attics, or unfinished basements.
- Interior stairs count toward the upper floor area. Area below the interior stairs counts toward the first floor area.

*These are standard plan requirements for ADU plan submittals. If you have questions about any of the requirements, please contact Community Development staff at (707) 665-3636 or at permits@cotaticity.gov.