



## **PROCESSING GUIDE FOR ACCESSORY DWELLING UNITS**

San Joaquin County has developed a program to encourage the construction of Accessory Dwelling Units (ADU) by offering a selection of ADU building plans developed in compliance with the latest codes. The plans are provided by the Building Division and are available at no cost.

This guide can assist you in the preparation of your building permit submittal using one of the ADU plans provided. Please follow the steps outlined below.

- Step 1:** Review the Design Manual and ADU Plans to determine the feasibility of constructing an ADU on your property. The ADU Design Manual and Plans is available [here](#).
- Step 2:** Contact the Planning Division at (209) 468-3121, [planning@sjgov.org](mailto:planning@sjgov.org), or by visiting the Community Development Department at 1810 E. Hazelton Ave., Stockton, CA. The Planning Division will review your project and determine if the selected ADU plan is suitable for your location. These ADU plans may not be an option in limited areas of the county where a local association may have authority to review the design of a building constructed within their boundaries.
- Step 3:** Prepare a Site Plan. Site Plan requirements and a sample Site Plan can be found on the Community Development Department website [here](#).
- Step 4:** Compile all permit documents below.
- Hold Harmless Agreement [here](#)
  - Owner/Builder Form (if applicable) [here](#)
  - Contractor's Authorization letter (if applicable)
  - Selected ADU plan. Available for download or printing [here](#)
  - Truss Design and Calculations
  - Solar Photo Photovoltaic Plans
  - Fire Sprinkler Plans (if applicable)
  - Site Plan
  - Registered Title 24 Energy Calculations
- Step 5:** Submit your project electronically [here](#).  
Planning, Building, Public Works and Environmental Health Department staff will review your project and provide feedback or prepare the permit for issuance.
- Step 6:** The Building Division will also provide a fee estimate and any necessary release forms. Once all fees are paid and all signed release forms are received the Building Permit may be issued. Note: Other agencies may require additional fees in order to sign the release forms necessary for permit issuance.