



Submittal Checklist for Pre-Approved ADU Plan Application

For Design Professionals (designers, architects, builders, and other qualified professionals)

The City of Newark has developed a Pre-Approved ADU Program and is accepting applications from Design Professionals (designers, architects, builders, and other qualified professionals) for pre-approval of detached ADUs.

Submittal Checklist

This checklist is intended to guide Design Professionals in understanding the type of materials required to be submitted for the Pre-Approved ADU Plan Application. Before submittal of the application, please review this checklist, the City's ADU Ordinance ([NMC §17.26.040](#)), and the Residential Code ([NMC Chapter 15.09](#)) for more information regarding the requirements for ADUs. All documentation, including the building permit application, must be completed **without any site-specific information, details, or studies**.

Applicants may contact the Planning Division (planning@newarkca.gov) and Building Inspection Division (building.inspection@newarkca.gov) with any questions about the submittal requirements. If one or more required items are not submitted, the application will be considered incomplete and returned to the applicant.

Submitted	Documents
<input type="checkbox"/>	Building Permit Application (Please leave blank for any site-specific information, such as the project address, property owner information, lot size, etc.)
<input type="checkbox"/>	<p>Title Block (Include on all pages)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include pre-approved plan type, design professional information, professional stamp, and signature <input type="checkbox"/> A 3" x 3" space in the lower left corner for the City's approval stamp. The space needs to be in the same location on each sheet.
<input type="checkbox"/>	<p>Title Sheet (Please leave items marked with a * blank and provide space for the site-specific information.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project address* <input type="checkbox"/> Assessor's Parcel Number* <input type="checkbox"/> Legal property owner's name, address, and phone number* <input type="checkbox"/> Scope of work* <input type="checkbox"/> Location map* <input type="checkbox"/> Type of construction <input type="checkbox"/> Zoning designation* <input type="checkbox"/> Square footage <input type="checkbox"/> Lot size* <input type="checkbox"/> Lot coverage calculations (if ADU is greater than 800 square feet)* <input type="checkbox"/> Occupancy classification(s)

Submitted	Documents
	<ul style="list-style-type: none"> <input type="checkbox"/> Applicable codes <input type="checkbox"/> Complete sheet index <input type="checkbox"/> Name and type of design professional <input type="checkbox"/> Plan date/revision date/s <input type="checkbox"/> Symbol legend <input type="checkbox"/> Abbreviations <input type="checkbox"/> General notes <input type="checkbox"/> Scale/dimensions <input type="checkbox"/> Include the following note: <i>“Prior to the start of construction on this project, a waste management plan that meets the California Green Building Code requirements for recycling of construction and demolition debris will be completed and approved by the City.”</i>
<input type="checkbox"/>	<p>Architectural Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floor plans <input type="checkbox"/> Equipment schedules <input type="checkbox"/> Details & sections <input type="checkbox"/> Elevations and finishes <input type="checkbox"/> Roof plan <input type="checkbox"/> Cross sections and accessory elements <input type="checkbox"/> Building materials, color, and details
<input type="checkbox"/>	<p>Structural Plans (wet or digital stamped and signed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floor framing plan <input type="checkbox"/> Roof framing plan <input type="checkbox"/> Framing system
<input type="checkbox"/>	<p>Mechanical Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ductwork, fans, vents <input type="checkbox"/> Location of HVAC equipment and size noting BTU/HR output <input type="checkbox"/> CalGreen-required Heating & Cooling Systems to be designed
<input type="checkbox"/>	<p>Electrical Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show the location of all receptacles, lights, motors, switches, disconnects, panels, services, transformer, Gensets <input type="checkbox"/> One line diagram showing conduit/conductor size and insulation type, exit signs, emergency lighting <input type="checkbox"/> Include a panel schedule showing all new and existing loads, building service size, and grounding/bonding
<input type="checkbox"/>	<p>Plumbing Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Locations of plumbing fixtures, listing all required dimensions <input type="checkbox"/> Isometric plans for waste/vent, type of piping material, gaslines, water lines, water heaters with their input BTU rating
<input type="checkbox"/>	<p>Detail Sheets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Window schedule detailing egress, safety glazing, and skylight approved listing numbers <input type="checkbox"/> Door schedule listing sizes and types <input type="checkbox"/> Framing and foundation details, roof: eaves, overhangs, rakes, and gables <input type="checkbox"/> Handrails, guardrails, and support details

Submitted	Documents
	<input type="checkbox"/> Stairway rise and run, framing, attachment <input type="checkbox"/> Fire resistive construction (wall, eave, underfloor), prefabricated fireplace with approved listing number
<input type="checkbox"/>	Energy Calculations <input type="checkbox"/> CF-1R and MF-1R forms completed, signed, and printed on plans
<input type="checkbox"/>	California Green Building Code with Checklist on Plans: <input type="checkbox"/> Denote where on the plans all mandatory requirements are met. For information on the requirements, please see NMC Chapter 15.44 - Green Building and Construction and Demolition Debris Recycling . <input type="checkbox"/> Provide checklist on plans with page locations identified.
<input type="checkbox"/>	Other Materials (Submit as separate documents) <input type="checkbox"/> Title 24 (wet or digital stamped and signed) <input type="checkbox"/> Truss Calculations for Floor/Roof (wet or digital stamped and signed) <input type="checkbox"/> Structural Calculations (wet or digital stamped and signed)

Submittal Instructions

Once you are ready to submit your Pre-Approved ADU Plan Application, please follow the instructions and make note of the following:

- All documents must be uploaded as PDF.
- Drawing sets need to include all sheets in one complete file (e.g. architectural, structural, etc.)
- All documentation and materials must be uploaded to the Building Inspection Division's [submission portal](#) with the file description "Pre-Approved_ADU_Application_DOCUMENT TYPE".
 - "DOCUMENT TYPE" should be replaced by the appropriate drawing set name.
- Each document should be uploaded separately.
 - For example, the permit application, complete plan set, structural calculations, and energy calculations will each be a file upload, so four files will be uploaded. All other supporting documents can be combined into one file. A submittal should not have more than four to five files.
 - The complete plan set may be submitted as one PDF.