

ADU/JADU Submittal Procedures

Please visit TemeculaCA.gov/ADU for the latest information.

What are ADUs/JADUs?

Accessory Dwelling Units (ADUs) are commonly known as granny flats or secondary dwelling units. ADUs can provide affordable housing options and flexibility for homeowners and families. Junior Accessory Dwelling Units (JADUs) are smaller versions of an ADU that exist within the existing habitable space of an existing residence. ADUs/JADUs include cooking facilities to allow for independent living.

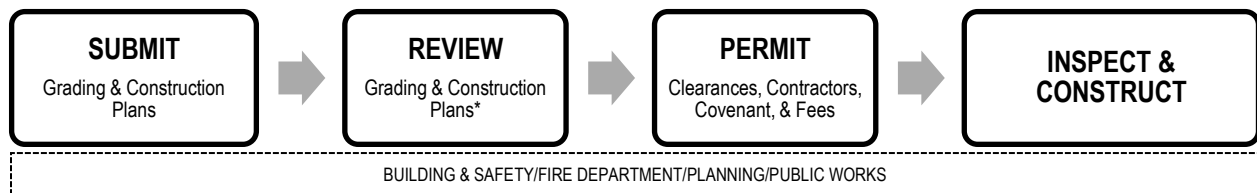
How do I submit an ADU/JADU?

The process for submitting an ADU or JADU is dependent on various factors, including the size and location of the ADU/JADU. These factors determine whether you will need to utilize our Building Permit Only process or our Planning Application process.

1. Building Permit Only ADU/JADU Process

ADUs/JADUs that meet the submittal requirements outlined in [Chapter 17.23.030](#) of the Temecula Municipal Code may submit directly to the Building and Safety Division (once all minimum submittal requirements are met).

Building Permit Only ADU/JADU Process

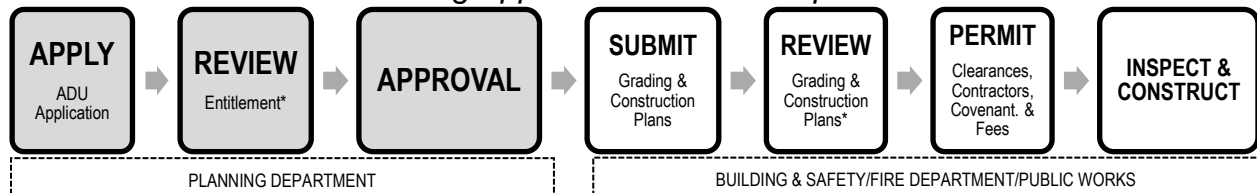


OR

2. Planning Application ADU/JADU Process

ADUs/JADUs that do not meet the above building permit only requirements must submit an ADU application to the Planning Department. Once applicants have received Planning approval, they may submit to the Building and Safety Division. Visit TemeculaCA.gov/ADU to download the ADU Planning Application.

Planning Application ADU/JADU process



*A review will result in an approval OR corrections. Corrections will require resubmittal prior to the next step. Every project is unique and additional steps/requirements may be required.

Minimum Submittal Requirements

All construction requirements are based on the California Code of Regulations (CCR) Title 24:

- 2022 California Building Code (CBC)
- 2022 California Mechanical Code (CMC)
- 2022 California Plumbing Code (CPC)
- 2022 California Electrical Code (CEC)
- 2022 California Fire Code (CFC)
- 2022 California Energy Code (CEC)
- 2022 California Residential Code (CRC)
- Temecula Municipal Code (TMC), Adoption & Amendments – 15.04, 17, 17.06.070 & 17.23

Geographical Information:

- Wind Speed- 97 MPH
- Wind Exposure- C, Climate Zone – 10
- Seismic Zone – D
- Rainfall - 3" Per Hour

Number of Plan Sets

- Digital submissions are highly encouraged and preferred (available at TemeculaCA.gov/planning and/or TemeculaCA.gov/build).
- If paper sets are provided, four sets of plans are required

Plans shall be drawn to scale, include a graphic scale, be on substantial paper (minimum 24" x 36") and are required to be blue printed or ink drawn. All plans prepared by professionals shall bear the seal and signature of same in original ink. No reproductions will be accepted. Fees are required upon submittal.

1. **Request an address:** A new address will be required for an ADU and/or Junior ADU. The new address will include the original address plus a unit. 123 Main Street will become:
 - *Primary Unit*, 123 Main Street, Unit A
 - *ADU Unit*, 123 Main Street, Unit B
 - *JADU Unit*, 123 Main Street, Unit C

Request an address at www.TemeculaCA.gov/ADU **10 days prior** to submission.

2. **ADU/JADU DRAFT covenant:** The required covenant is available for download at TemeculaCA.gov/ADU. Only a draft version is needed for submittal.
3. **ADU Development Tracking Form (PL75).** Download and complete this form which is available at www.TemeculaCA.gov/ADU or [by clicking here](#).
4. **Grading Plan:** For ADUs/JADUs, a clearance from Public Works is required which may result in submittal of a grading plan **PRIOR** to submitting any plans. Building & Safety **needs a copy of the grading plan or clearance** that is submitted. Contact Public Works at 951-694-6444.
5. **Accessory Dwelling Units (ADUs) & Junior Accessory Dwelling Units (JADUs):** ADUs/JADUs must be clearly labeled on the plan sets, and must include separate square

footage calculations. ADUs/JADUs must comply with Chapter 17.23 of the Temecula Municipal Code as well as all Planning approvals (if applicable).

6. **FINAL Conditions of Approval:** Projects that require any Planning Application will require the FINAL Conditions of Approval to be placed on the full-sized plan sheets in a legible manner. Conditions of Approval should NOT be a separate print-out or document.
7. **Plot Plan:** Plot plans with the following information:
 - Owner's name, phone number, e-mail, and address
 - Architect's name, phone number, e-mail, and address
 - Contractor's name, phone number, e-mail, and address
 - Engineer's name, phone number, e-mail, and address
 - Landscape Architect's name, phone number, email, and address (if applicable)
 - Site address
 - Assessor's Parcel Number (APN)
 - Map Number
 - Planning Application Number (if applicable)
 - Grading Plan Application Number (if applicable)
 - Legal description of property
 - Lot size (acres and square feet)
 - Show **all** existing and proposed structures (include square footage)
 - Setbacks from property lines for all structures
 - Distance between proposed and existing structures
 - A North arrow
 - The LPG tank(s)
 - Sewer line, leech lies, or sewage disposal system (septic)
 - Wells
 - Watercourses
 - Easements
 - Provide a site plan with driveway dimensions and slopes and accurate contours or spot elevations generally in accordance with Ordinance 93-04.
 - The topographical information may be obtained from Rancho California Water District or other engineering surveys.
 - A version number and date
8. **Soils Report:** Two sets of a preliminary geotechnical report or as-graded geotechnical report prepared by a California Registered Civil Engineer are required for submittal for ADUs/ JADUs if project is larger than 500 square feet.
9. **Foundation Plan:** Fully dimensioned plan view of the foundation showing the location of all footings and masonry walls. Provide cross-sectional details of the footings showing distance below natural grade, height above adjacent grade, anchor bolt size and spacing, and reinforcement as required by the soils report or design professional.
10. **Floor Plan:** Full dimensioned plan view showing: room size and use, size and location of all headers, doors and windows, size, spacing, type and direction of ceiling joists, location of smoke detectors, carbon monoxide detectors, plumbing fixtures, gas and electrical appliances and electrical outlets (lights, plugs and switches). Show high efficacy lighting or energy saving switches on the plans.
11. **Finish Schedule:** Show wall, ceiling and floor finish. Identify the U-factor, solar heat gain coefficient (SHGC), of the proposed glazing.



12. **Roof Plan:** Provide complete roof plan including HVAC and flashing requirements. Truss calculations are required for a proposed truss roof, or if conventionally framed indicate size, spacing, and direction of rafters. Identify roof finish, sheathing underlayment and structural connection details, with ICC # or UL Listing for hardware / equipment. The truss professional civil or structural engineer.
13. **Elevations:** Provide four elevations using North, South, East, and West identifications. Show the location of doors, windows, chimneys and attic vents. Exterior finish, veneer, planters and roof covering shall also be indicated. ADUs/JADUs should match the existing materials, colors, and finishes (including roof materials & colors) of the existing home.
14. **Construction Details:** Provide cross-sectional elevations, showing the foundation, underpinning, floor joists, studs, ceiling joists, rafters, pitch of roof and location of intermediate roof supports. The cross-section shall specify ceiling, wall and floor insulation R-values.
15. **Energy:** Submit two sets of calculations showing compliance with the California Energy Commission Regulations for new residential construction or use the Package method for Climate Zone 10. The location of the water heater(s), furnace and air conditioning units are to be shown including manufacturer, model and efficiency. The Certificate of Compliance and Mandatory Measures shall be completely filled out, signed by the proper individuals and printed on the plans. All other applicable worksheets and forms shall be included. Visit www.energycodeace.com for assistance with Energy Code forms and documentation.
16. **Electric:** Provide a single line diagram, load calculations for the existing electrical services, and the new ADU/JADU. Show the location of the main service panel and all sub panels.
17. **Plumbing:** Provide a plumbing isometric or line drawing showing sewer, drain, waste, vents and cleanout sizes and material. Show the water piping system, pipe sizes and pipe material. State on the plans whether the properties is serviced by natural gas or propane and show the location of gas meters or regulators and all gas piping sizes and lengths on outlet side of meter and the demand at each outlet.
18. **Structural:** If the residence/addition does not meet the Conventional Light Frame Wood Construction Provisions from Section R602 of the 2022 California Residential Code, two sets of structural calculations shall be submitted and the plans shall be sealed and wet signed by the professional responsible for the calculations.

Other Information:

Please contact the below entities to determine prospective fees, requirements, and processes.

✓	CONTACT	SERVICE	PHONE
	Architects/Engineers/Contractors	N/A	N/A
	<u>Eastern Municipal Water District</u>	Sewer/Water	951-928-3777 x 2081
	Homeowners Associations*	HOA Review	N/A
	<u>Rancho California Water District</u>	Water	951-296-6900
	<u>Riverside County Environmental Health*</u>	Septic	951-955-8980
	SoCal Gas	Natural Gas	1-877-238-0092
	<u>Southern California Edison (SCE)</u>	Electricity	1-800-950-2356
	<u>Temecula Valley Unified School District</u>	School Fees	951-506-7915

*If applicable