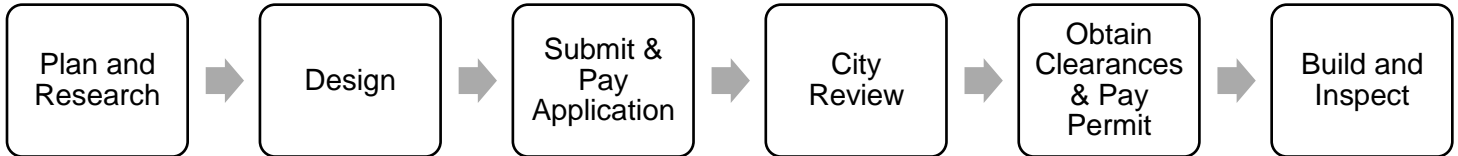




Welcome to the City of Temecula's Permit Ready Accessory Dwelling Unit (**PRADU**) program. This handout will help you determine if a PRADU is feasible for your property. The process of building a PRADU is listed in six steps. *Note: If a PRADU is not feasible for your project, you may be eligible to submit plans for a custom ADU through our regular process. More details about our regular process are available at TemeculaCA.gov/ADU.*



1. PLAN AND RESEARCH

When contemplating whether to build a PRADU it is critical to thoroughly plan and research the costs, timelines, and process involved with new construction. The below list will assist you with your potential PRADU.

#	Topic	What do I need to know?	Timeline	Cost(s)	Other Notes:
1	HOA	Is the home in a homeowner's association (HOA)? <input type="checkbox"/> Yes <input type="checkbox"/> No (Skip to #2)	Obtain review time estimates from your HOA for approval(s)	Obtain cost estimates from your HOA for approval(s)	Understand any design/site plan requirements from your HOA/CC&Rs
2	Sewer Eastern Municipal Water District (EMWD)	Does my home have sewer or septic? <input type="checkbox"/> Sewer <input type="checkbox"/> Septic (Skip to #3) What does EMWD need from me? <input type="checkbox"/> Plans <input type="checkbox"/> Permits <input type="checkbox"/> Other Upgrades	Timeline(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors	Cost(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Impact Fees <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors	A "sewer" clearance will be required to be sent over to the City of Temecula's Building and Safety Department by EMWD, prior to the permit issuance for the PRADU. http://www.emwd.org
3	Septic Riverside County Environmental Health	Will my septic system need to be upgraded (contact a contractor <u>and</u> Riverside County Environmental Health)? <input type="checkbox"/> Yes <input type="checkbox"/> No What does the Riverside County Environmental Health need from me or a contractor? <input type="checkbox"/> Septic/Site Plan <input type="checkbox"/> Permits <input type="checkbox"/> Other Upgrades	Timeline(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors	Cost(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors	Approved septic plans are required prior to issuance of a PRADU permit with the City of Temecula's Building and Safety Department. http://www.rivcoeh.org Septic layouts can often determine where your ADU may be located.
4	Electricity (Southern California Edison)	Will I need an electrical panel upgrade? <input type="checkbox"/> Yes (to what size?) <input type="checkbox"/> No Do I want a separate electrical meter? <input type="checkbox"/> Yes <input type="checkbox"/> No	Timeline(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction Lead Times <input type="checkbox"/> Contractors <input type="checkbox"/> New Panel	Cost(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> New Panel <input type="checkbox"/> New Meter	A separate Building Permit is required for all panel upgrades with the City of Temecula's Building and Safety Department. www.sce.com



CITY OF TEMECULA

BUILDING AND SAFETY DIVISION

41000 Main Street 951-694-6400

Temecula, CA 92590 TemeculaCA.gov/build

PERMIT READY ADU HANDOUT

5	Natural Gas (if applicable)	<p>Will I need a gas meter upgrade? <input type="checkbox"/> Yes (to what size?) <input type="checkbox"/> No</p> <p>Do I want/need a separate gas meter for my PRADU? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Timeline(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors <input type="checkbox"/> New Panel <input type="checkbox"/> New Meter</p>	<p>Cost(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors <input type="checkbox"/> New Panels <input type="checkbox"/> New Meter</p>	<p>www.socalgas.com</p> <p>If existing gas fired equipment is on the property, a meter upgrade may be needed.</p>
6	Solar	<p>Do I have solar on my existing home? <input type="checkbox"/> Yes (what kilowatt size?) <input type="checkbox"/> No</p> <p>Is my PRADU required to have solar? <input type="checkbox"/> Yes <input type="checkbox"/> No (exempt because...)</p>	<p>Timeline(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors</p>	<p>Cost(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors</p>	<p>TemeculaCA.gov/PV</p> <p>Your PRADU may be exempt from solar depending on the size of an existing system.</p>
7	Planning (City of Temecula)	<p>Where is my PRADU located? <input type="checkbox"/> In the rear-yard <input type="checkbox"/> 4'+ rear yard setbacks <input type="checkbox"/> 4'+ side yard setbacks <input type="checkbox"/> Per zoning for front yard setbacks <input type="checkbox"/> Avoids any easements that may restrict building.</p> <p>NOTE: Setbacks of less than 5' may require special construction requirements that may increase the cost of building your PRADU.</p> <p>How does my PRADU look? <input type="checkbox"/> It matches the colors, materials, roof materials, and style of my existing home. If your PRADU matches your home, you are likely eligible for our streamlined review. Please note, applicants should pick the style that best matches the existing home.</p> <p>Lot Coverage: Is my PRADU over 800 square feet? If so, does my lot coverage allow for an PRADU larger than 800 square feet?</p> <p>Is my property located in sensitive areas? Contact our Planning Department at TemeculaCA.gov/planning to inquire about these requirements.</p>	<p>Timeline(s): <input type="checkbox"/> Potential Process Timelines</p>	<p>Cost(s): <input type="checkbox"/> Consultants if needed</p>	<p>TemeculaCA.gov/planning</p>
8	Grading Plans (City of Temecula)	<p>Grading Plans are not required for ADUs when the ADU is:</p> <ul style="list-style-type: none"> • Less than 500 square feet in size and/or • When less than 50 cubic yards will be moved. 	<p>Timeline(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors</p>	<p>Cost(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors</p>	<p>TemeculaCA.gov/374</p>



		If grading plans are required, Building & Safety needs a copy of the grading plan that is submitted. Contact Public Works at 951-694-6444.			
9	Soils Report (City of Temecula)	Soils reports are not required for ADUs when the ADU is less than 500 square feet. If larger than 500 square feet, a preliminary geotechnical report or as-graded geotechnical report prepared by a California Registered Civil Engineer will be required.	Timeline(s): <input type="checkbox"/> Plan Review	Cost(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Engineer	TemeculaCA.gov/374
10	Water Quality Management Plans (WQMP) City of Temecula	A streamlined version of the WQMP packet is available in our Permit Ready ADU Checklist.	Timeline(s): <input type="checkbox"/> Plan Review	Cost(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors	TemeculaCA.gov/WQMP
11	Fire (City of Temecula)	Does the existing home have sprinklers? <input type="checkbox"/> Yes, fire sprinklers are required to be installed for your PRADU (a separate fire sprinkler permit will be required) <input type="checkbox"/> No, fire sprinklers are not required	Timeline(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors	Cost(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors	TemeculaCA.gov/fire Driveway Access requirements: If ADU is more than 150' from road, an access road may be required.
12	School Fees	Contact Temecula Valley Unified School District regarding fees.	Timeline(s): <input type="checkbox"/> School Fee Clearance Letters	Cost(s): <input type="checkbox"/> School Fees	Click here to view school fees. www.tvusd.12.ca.us A clearance letter from TVUSD will be required prior to permit issuance.
13	Building and Safety	Will you be altering the PRADU plans (moving any doors etc.)? <input type="checkbox"/> Yes. You may not be eligible for our expedited process. Additionally, you may be required to submit your own calculations (structural, etc.). <input type="checkbox"/> No. You are eligible for our expedited process. Is your PRADU larger than 749 square feet? <input type="checkbox"/> Yes. You will be required to pay Development Impact Fees. <input type="checkbox"/> No. Your PRADU is exempt from Development Impact Fees (this does not include Building Permit Fees). What is the square footage of your PRADU? _____	Timeline(s): <input type="checkbox"/> Plan Review <input type="checkbox"/> Inspections <input type="checkbox"/> Construction <input type="checkbox"/> Contractors	Cost(s): <input type="checkbox"/> Plan Check Fees <input type="checkbox"/> Inspection Fees <input type="checkbox"/> Revision Fees (if req.) <input type="checkbox"/> Reinspection Fees (if req.)	http://www.temeculaca.gov/build
14	Pool	Does your existing property have a pool? <input type="checkbox"/> Yes. Pool safety requirements must be met. Identify any pools on your site	Timeline(s): <input type="checkbox"/> Construction <input type="checkbox"/> Contractors	Cost(s): <input type="checkbox"/> Construction	If the proposed ADU is within a pool barrier enclosure area, the ADU must meet the requirements



		plan. <input type="checkbox"/> No.			of the Swimming Pool Safety Act which includes the California Residential Code, Appendix AX and the Temecula Municipal Code, Section 15.04.030.
15	Energy Calculations	Energy Calculations will need to be updated with site specific calculations. Please consult with your design professional and/or contractor as needed to revise these calculations. The T24.X sheets will need to be updated.	Timeline(s): <input type="checkbox"/> Consultant	Cost(s): <input type="checkbox"/> Updated Calculations	Visit www.energycodeace.com for additional assistance and resources. Additionally, you may use a reputable search engine to find an energy calculation professional.
16	Contractor	What are the timelines, costs, fees, agreement, and payment terms for any potential contractor? What type of local references does the contractor have? How does their work look? Does the contractor have a valid and active contractor's license? What type of markup does the contractor have on City fees?	Timeline(s): <input type="checkbox"/> Construction	Cost(s): <input type="checkbox"/> Construction <input type="checkbox"/> Permit Fees	Contractor's License: http://www.cslb.ca.gov

2. DESIGN

PRADUs take care of most the design work, but the plans will need to be completed by a professional or property owner (known as an owner/builder). This requires complete, dimensioned, and accurate site plan drawings, as well as basic construction plan knowledge. **Plans can be downloaded free of charge at TemeculaCA.gov/ADU.**

If hiring a professional to finish your plans, please always make sure to:

- a. **Verify** that they have an active state license (contractor's license, architect's license, engineering license, etc.):
 - i. Contractor's License: www.cslb.ca.gov
 - ii. California Architects Board: www.cab.ca.gov
 - iii. Board for Professional Engineers, Land Surveyors, and Geologists: www.bpelsg.ca.gov/
- b. **Obtain a minimum of three quotes** from different professionals for any services.
- c. **Obtain and verify three local references and recommendations** from the professionals.
- d. **Always have written contracts** and detailed agreements.
- e. **Follow best practices** for hiring and paying professionals, available at: www.cslb.ca.gov.

Once your plans are complete, you will need to prepare to submit your plans.

3. SUBMIT & PAY APPLICATION FEES

- a. Obtain an address at TemeculaCA.gov/ADU approximately 10 business days prior to when you plan on submitting.
- b. **Register for a Citizen Self Service** account approximately **one week prior** to when you plan on submitting. If you are a contractor or other type of professional, a business license will be required for your account (TemeculaCA.gov/biz). You can register for a CSS account at TemeculaCA.gov/CSS.
- c. **Review our Permit Ready ADU Checklist** requirements at TemeculaCA.gov/ADU.
- d. **Visit TemeculaCA.gov/CSS**. Login to your account. Click apply. Then search for "Residential ADU



CITY OF TEMECULA

BUILDING AND SAFETY DIVISION
41000 Main Street 951-694-6400
Temecula, CA 92590 TemeculaCA.gov/build

PERMIT READY ADU HANDOUT

– Permit Ready”. Follow the process to submit online.

- e. Once submitted, a staff member will review your submission for our minimum submittal requirements during regular business hours (approximately 24 business hours). If all submittal requirements are met, we will send you an invoice for payment. Reviews cannot start until payment is received.
- f. Staff will start the process of reviewing your plans.

4. CITY REVIEW

- a. Staff will work with our plan checkers to review your PRADU plans. In most instances, this should take 7-10 business days (faster than our normal review times).
- b. If your plans need corrections, we will contact you with a detailed correction list once all Departments have reviewed the plans. You will need to address all corrections and resubmit your plans for re-review at TemeculaCA.gov/CSS.
- c. If your plans are approved, you will be notified. Approved plans do not mean that the plans are ready for issuance. Prior to issuance, all clearances and payment must be completed.

5. OBTAIN CLEARANCES & PAY PERMIT FEES

- a. Clearances are a form of documentation that the City requires to ensure that your project has met all regulatory requirements that are necessary for your project. Please note, every project can be unique, and additional clearances may be required. Clearances may include:

Clearances	Phone
<u>Building & Safety (plan check & fees)</u>	951-694-6476
<u>CR&R (required trash disposal service for all construction debris)</u>	800-755-8112
<u>Fire Prevention (sprinkler systems, driveway approaches, etc..)</u>	951-694-6405
<u>Land Development (grading plans, encroachments, etc..)</u>	951-308-6395
<u>Eastern Municipal Water District (EMWD) (sewer and/or water)</u>	951-928-3777 x 2081
<u>Rancho California Water District (RCWD) (sewer and/or water)</u>	951-296-6900
<u>Riverside County Health Department (septic systems)</u>	951-955-8980
<u>Temecula Valley Unified School District (TVUSD) (school fees)</u>	951-506-7915

Once all clearances are obtained, permit inspection fees are paid at permit issuance. **If using a licensed contractor, a contractor with a City business license and valid state contractor’s license is required.**

6. INSPECTIONS

Once you have a valid and **issued** building permit, you will need to schedule a pre-construction meeting with our Building and Safety team. If you have other permits, (fire sprinklers, grading, environmental health, etc..) you will need to follow that specific process for inspections. The list of inspections for Building and Safety includes:

1. Pre-construction Meeting.
2. Underground Plumbing / Sewer/ Water.
3. Underground Electrical.
4. Footings/Hardware/ Slab/Setbacks.
5. Roof-deck/Truss.
6. Structural Frame/Shear/Hardware.
7. Rough Framing, Rough Plumbing, Rough Electrical, Rough Mechanical (MEPS).
8. Insulation.
9. Drywall, Lath/ Gas.
10. Building Final, Electrical Final, Mechanical Final, Plumbing Final.

Once all inspections are complete, you will be required to submit a Release for Occupancy Form. This form can be submitted at 41000 Main Street, Temecula, CA 92590.