



PREAPPROVED ADU PROGRAM

INFORMATION

NOW ACCEPTING SUBMISSIONS

The City of Santa Barbara is pleased to announce it is now accepting submissions for designer-owned plans for preapproved Accessory Dwelling Units (ADUs). These plans will be preapproved by the City, with the goals of speeding up the review and approval process, guiding homeowners who may not know where to start, and ensuring that those homeowners work with qualified, experienced professionals. To meet the targeted release date, the City's Preapproved ADU Program has submission deadlines. See the complete ADU Project Timelines on page 7. **The deadline to apply for this open submission period is July 1, 2024.**

WHAT ARE PREAPPROVED PLANS?

Preapproved plans are ADU designs submitted by designers, architects, builders, and other qualified professionals and vetted in advance by Planning and Building & Safety. Once preapproved, they can be selected for use by homeowners with an expedited review timeline and lower permitting costs.

FOR DESIGNERS

Having your ADU plans preapproved by the City is a great way to help your future clients move through the permitting process quickly and smoothly. All preapproved ADU plans will be featured on the City's website to help connect you with homeowners who are interested in adding an ADU to their property. You will still retain your copyright, so any homeowner who wishes to use the design must contract with you to do so.

SUBMISSION CRITERIA

Preapproved ADU Plan Submittals must meet the following criteria:

1. Detached, single-unit ADUs only
2. New construction (not conversions)
3. Minimum unit size of 250 square feet
4. Maximum unit size of 800 square feet
5. Maximum one-story and height up to 16 feet
6. Must meet High Fire construction requirements

HOW TO APPLY

Designers may submit requests for preapproval by uploading all the information described in this packet as a PDF attachment to an online pre-application request. Only one pre-application submittal is needed, but the information provided on the plans may be provided in two parts (Part A and Part B). All building permit and planning applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information on how to apply online at: [Apply for a Permit](#)

HOW MUCH DOES IT COST?

There are two separate fees for preapproval. The first fee is for Part A: Design Review hearing. You have the option to request preapproval by one, two, or all three design review bodies (ABR, HLC, SFDB) for approval within their specific area of review. Contact the [Planning Counter](#) if you have any questions about the scope of design review. Each hearing requires a separate fee, but only one pre-application. When you are ready to submit Part B: Building Code Review, Staff will invoice the appropriate fee based on the ADU floor area.

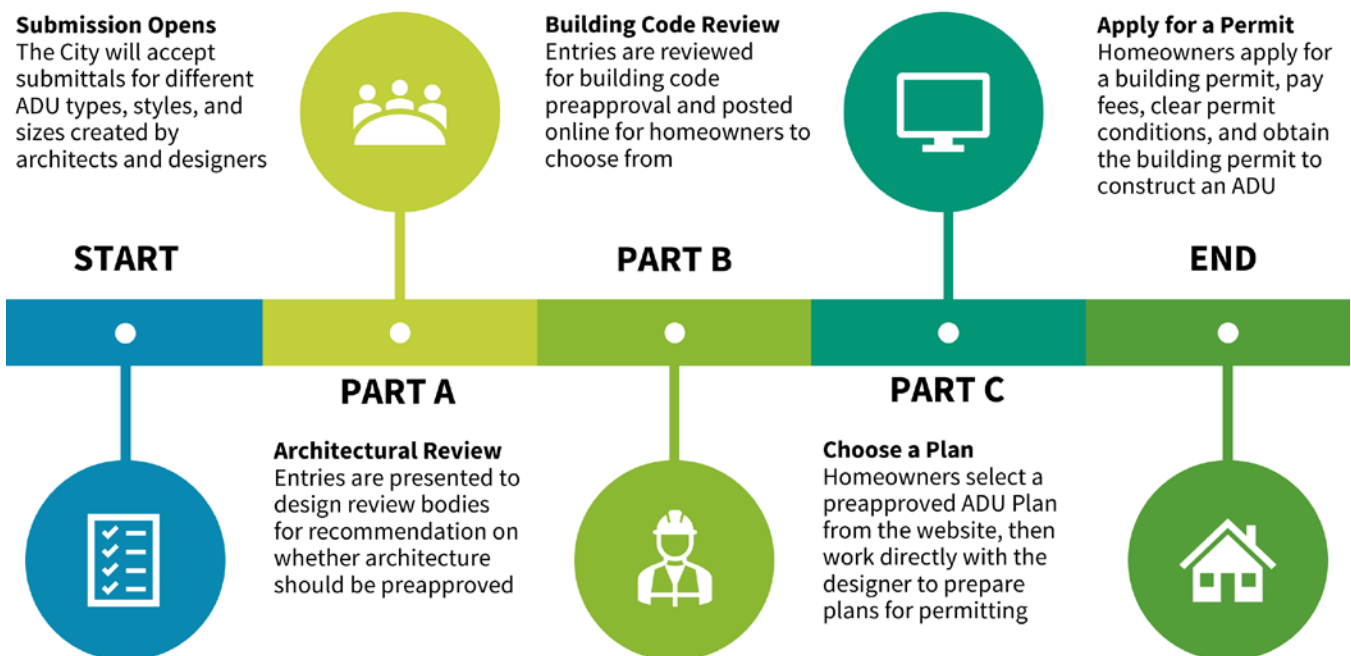
PART A: DESIGN REVIEW PREAPPROVAL

- Architectural Board of Review (ABR): \$514
- Historic Landmarks Commission (HLC): \$514
- Single Family Design Board (SFDB): \$514

PART B: BUILDING CODE PREAPPROVAL

- 0-500 square feet: \$2,150
- 501-750 square feet: \$3,225
- 751-800 square feet: \$4,301

PROGRAM OVERVIEW



PREAPPROVAL STEPS

These are the detailed steps for Architects and Designers to submit ADU plans for preapproval:

STEP 1: APPLY FOR DESIGN REVIEW (PART A)

Prepare and submit conceptual architectural plans for design preapproval. Create a planning pre-application record in our [Accela Citizen Access Portal \(ACA\)](#). Apply for one, two, or all three design review bodies. Each hearing requires a separate fee, but only one pre-application record number.

STEP 2: PAY FEE

You will be invoiced the appropriate fee depending on the design review bodies you choose. Remember to indicate in your application if you are seeking limited or citywide preapproval.

STEP 3: DESIGN REVIEW HEARING

After payment of fees, the plans will be scheduled for a recommendation at a public hearing. The design review bodies will be looking for consistency with applicable design guidelines and quality of architectural details and materials. You will be notified if your design is preapproved or not.

STEP 4: APPLY FOR BUILDING CODE REVIEW (PART B)

After your architectural design has been approved by one or more design review bodies, you will submit additional drawings for Building Code preapproval. You do not need to create a separate record in ACA; simply resubmit your additional sheets via the same record you created in Step 1.

STEP 5: PAY FEE

Staff will invoice the appropriate Building Code review fee based on the floor area of the ADU.

STEP 6: BUILDING CODE REVIEW

The Plan Checker will confirm that your ADU's design meets the state's energy efficiency requirements, safety standards, and building code requirements.

STEP 7: SUBMIT REVISED PLANS, IF NEEDED

If you receive comments from the Plan Checker, address any issues your Plan Checker identified. Applicants must resubmit on time (see pg. 7) to ensure completion within the application period.

STEP 8: DECISION NOTIFICATION

You will be notified of the City's decision to preapprove your plans. If preapproved, the plans will be posted on City's webpage along with your contact information for use by future clients.

STEP 9: HOMEOWNER APPLIES FOR A PERMIT (PART C)

Site-specific building permits are still required. Homeowners can reach out to the designer of the preapproved plan they select and work with them throughout the permitting process.

PLAN REQUIREMENTS

ARCHITECTURAL PLANS

Provide the following information below to submit ADU plans for Part A: Design Review preapproval. All plans must be complete, accurate, legible, and scaled. After you submit the Architectural Plans, staff will inform you if your design is preapproved, at which point you can move on to Part B: Building Code review.

Title Block

Provide a fillable Title Block area on all sheets with the following information:

- Name, Title, Address, and Contact Information of design professional
- Placeholder area for design professional to sign all documents (*Please note: a signature is not required at the time of preapproval application*)
- Placeholder area to place Site Address
- Placeholder area to place Owner's Name, Address, Contact Information

Title Sheet

Provide a fillable Title Sheet with placeholders for:

- Project Data (Site Address, Owner's Name, Designer's Name, APN, Zoning District, Lot Size, Lot Coverage, Open Yard, Average Slope, Net and Gross Floor Area, Existing and Proposed Parking)
- Vicinity Map
- Scope of Work
- Sheet Index
- Applicable Codes
- Occupancy and Type of Construction
- Fire Sprinklers
- Flood Zone
- Identify Seismic Hazard Zone E
- 8 x 8 blank space for City Stamps

Site Plan

Provide placeholder sheet for a Site Plan

Site Photos

Provide placeholder sheet for existing building and site photos

3-D Color Rendering

Visual aids such as a perspective drawing, photo simulation, or a 3-D representation of ADU

Exterior Elevations

Include exterior building elevations for each building face. Show plate heights, roof pitch, building height (measured from grade to top of ridge)

Cross Sections

At least two sections (longitudinal and lateral) through critical points of the proposed building

Floor Plans

Fully dimensioned floor plans including room sizes and use, cross-referenced details, and applicable construction notes. Identify a full kitchen and bath; and if in-unit laundry area is provided

Roof Plans

Fully dimensioned roof plans including slope, eaves, overhangs, rakes, gables, and roofing material

Building Materials Color Board

- Exterior finishes, colors, architectural details, roofing materials. Indicate if there are multiple materials options to choose from
- WUI (Wildland Urban Interface) construction details so the ADU is approved for High Fire Areas
- If seeking preapproval for sites with historic structures, or in historic or landmark districts, review the [Historic Resource Design Guidelines](#) for appropriate materials and styles

Door and Window Specifications

Dimensions, operation (double-hung, casement, etc.), and include a window section with dimensions and muntin specifications

STRUCTURAL PLANS

After staff has informed you if your design was preapproved during Part A: Design Review preapproval, you may move on to Part B: Building Code preapproval. In addition to the information listed above, prepare, and submit the following additional structural information. All plans must be complete, accurate, legible, and scaled.

Structural Plans

- Foundation/Floor Framing Plan
- Roof Framing Plan/Details
- Ceiling Plan/Details

- Truss Submittal

Required Special Inspections

Mechanical, Plumbing and Electrical Plans

- Location of HVAC equipment and plumbing fixtures
- Mechanical and Plumbing Plan layout
- Plumbing Design/Calculations
- Required Mechanical Registers
- Electrical Load Calculation Worksheet
- Outlets, high-efficacy fixtures, switches, smoke alarms, carbon monoxide alarms, main service panel and sub-panel sizes
- Relevant Electrical Notes including Energy Code Lighting Requirements

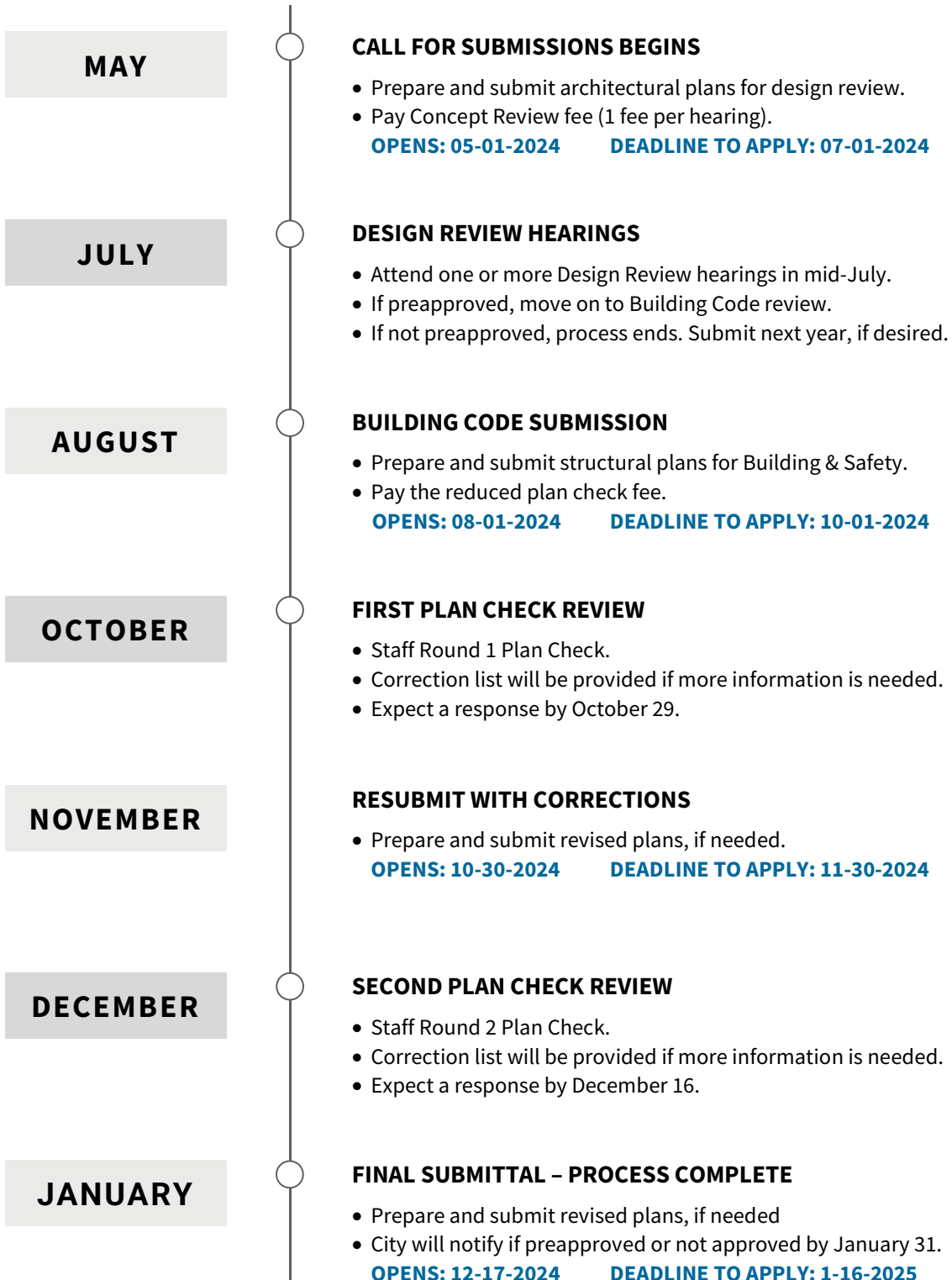
Calculations, Specifications and Supplemental Reports

- Structural Load and Lateral Calculations
- Energy Calculations & Forms (Title 24 Part 6)
- Energy Analysis run for all cardinal orientations
- Form CF-1R with all required signatures
- Process and Equipment calculations for new equipment
- Incorporate CF-1R and applicable energy calculations on drawings
- Incorporate relevant Mandatory Requirement pages on drawings
- Incorporate City of Santa Barbara CalGreen Residential Mandatory Measures Checklist on drawings

When is a Soils Report Required?

- For an ADU up to 500 square feet in size, a soils report will not be required. Use 1,000 psf for soil bearing capacity and seismic parameters from USGS.
- Any ADU from 501 up to 800 square feet in size will require a soils investigation for the specific site at time of permit submittal. Most of the structural engineering can be completed at preapproval apart from any vertical loads that depend on the soil bearing capacity.

ADU PROJECT TIMELINE – 2024



APPLICATION FORM

RECORD INFORMATION

Submittal Date:

Record # (if known):

APPLICANT'S INFORMATION

Name:

Company:

Mailing Address:

ZIP:

Email:

Phone:

DESIGN PREAPPROVAL REQUESTED

ABR Only
 HLC Only
 SFDB Only
 All (Citywide Preapproval)

ADU FEATURES

Unit Size (max 800 sq. ft.):

All Electric:

Yes

No

Number of Bedrooms:

Solar Ready:

Yes

No

Number of Bathrooms:

Energy-Efficient:

Yes

No

Building Height (max 16'):

Fire-resistive Construction?

Yes

No

Number of Stories (max 1-story):

ADA or Universal Design:

Yes

No

In-unit Laundry: Yes No

Outdoor Amenities (i.e. porch, deck):

Yes

No

ADU DESCRIPTION

Provide a brief description of the proposed ADU for inclusion on City's webpage. Indicate if the unit is site-built or prefabricated (state-certified or federal-certified).

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- **Applicant's Declaration.** I certify that I have read this application and state the above information is true and correct to the best of my knowledge. I understand that any information provided becomes part of the public record and can be made available to the public and posted to City websites.
- **Submittal Criteria.** I understand my preapproved ADU Plan Submittal must meet the minimum/maximum criteria as described in this *Preapproved ADU Program* application; and if the criteria are not met, my application will be rejected.
- **Timely Resubmittal of Additional Information.** I understand and agree to submit plans and application materials within the timelines provided in this *Preapproved ADU Program* application. If a request for additional information is made by the City, I understand that I must provide the additional information within 30 days, or as specified by the City, or my application will expire and not be approved.
- **Expiration of Application.** I understand if my application is not approved, or is expired, or withdrawn, at any stage in the review process, my application fees will not be refunded, and the City's review of my application will not continue. I may choose to apply again during the next preapproval open period.
- **Notification.** I understand that at the end of each ADU preapproval period, I will be notified of the City's decision to preapprove or not approve my plans. If my design is preapproved, the plans will be posted on the City's webpage along with my contact information for use by future clients.
- **No Right of Appeal.** I understand that any decision on this preapplication is final with no right of appeal.
- **Period of Validity.** I understand once an ADU plan is preapproved by the City, the preapproval will remain valid until the City adopts new building or zoning codes that apply to a preapproved ADU plan. The City will provide notice when such changes take place and how updated plans can be submitted. I understand I can make a request to the City to have my preapproved ADU plans removed from the City's webpage and plans will be removed within 30 days of the City receiving such a request.

APPLICANT:

Applicant's Signature

Date

Applicant's Name (printed)

Title (Architect, etc.)