



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.

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

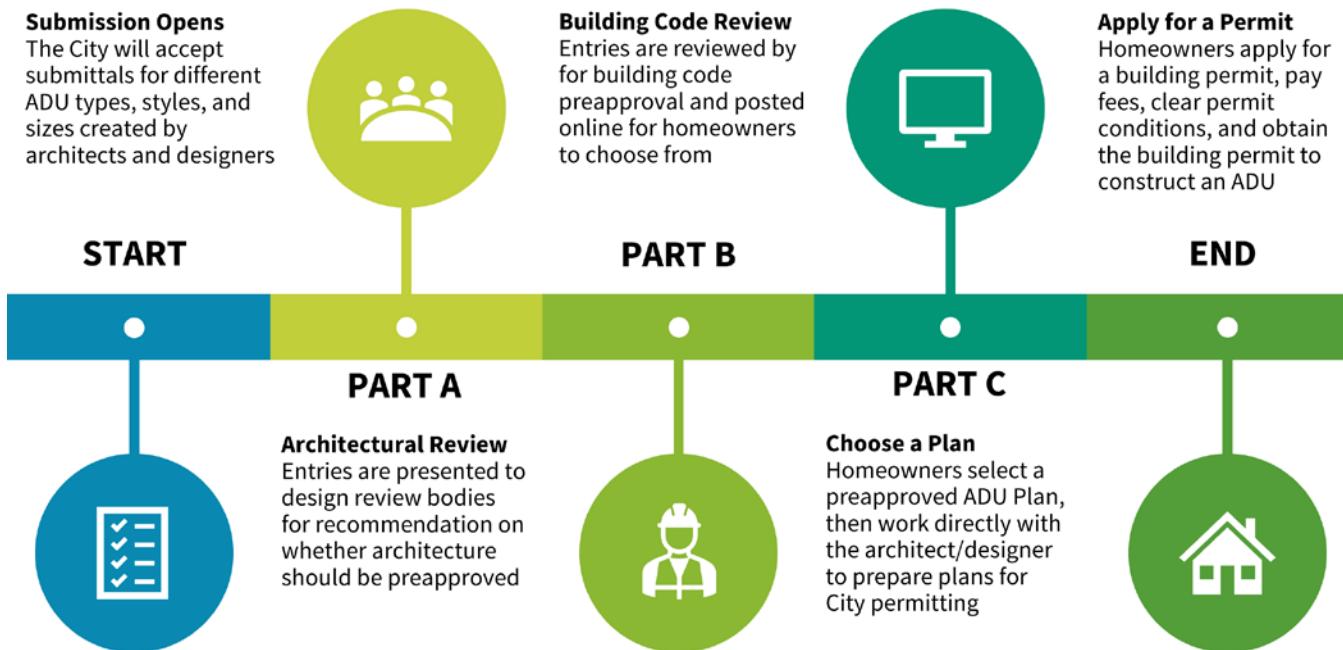
Designers may submit requests for preapproval via a Pre-Application. Upload proposed plans, a completed Application Form (pg. 7), and a signed Applicant's Affidavit (pg. 8) as a PDF to your online application. All building permit and planning applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information online at: [Apply for a Permit](#)

HOW MUCH DOES IT COST?

There are two separate fees for preapproval.

- **PART A.** 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](#) for more information on design review. Each hearing requires a separate fee, but only one pre-application.
- **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. When you are ready to submit Part B: Building Code Review, Staff will invoice the appropriate fee based on the ADU floor area. Current fee amounts are found online in the Planning or Building & Safety Fee Schedule: [Pay a Fee](#).

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 \(ACA\)](#).

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. If your design is preapproved, move on to the next step.

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 with a Building Pre-Application record.

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 PRADU'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 and resubmit revised plans.

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 SUBMITTAL REQUIREMENTS

PART A: 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 building and site photos showing all sides of the existing residence

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

PART B: 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 4 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.

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)

PRADU FEATURES

Unit Size (sq. ft.):	All Electric:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Bedrooms:	Solar Ready:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Bathrooms:	Energy-Efficient:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Building Height:	Fire-Resistive Construction (WUI)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Stories:	ADA or Universal Design:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In-Unit Laundry: <input type="checkbox"/> Yes <input type="checkbox"/> No	Outdoor Amenities (i.e. porch, deck):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PRADU DESCRIPTION

Provide a brief description of the proposed PRADU 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.
- **Timely Resubmittal of Additional Information.** I understand and agree to submit plans and application materials within the timelines provided in this *Preapproved ADU (PRADU) Program* document. 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 shall expire and be deemed withdrawn.
- **Expiration of Application.** I understand if my application is denied, disapproved, expired, or withdrawn, at any stage in the review process, my application fees shall not be refunded; and the submittal of a new, complete application, along with all required fees is required to continue the review process.
- **Notification.** I understand that at the end of this PRADU review process, I will be notified of the City's decision to preapprove or disapprove 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 a PRADU 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. The City will remove a PRADU plan from the City's website within 30 days of receiving a request for removal from the applicant.

APPLICANT:

Applicant's Signature

Date

Applicant's Name (printed)

Title (Architect, etc.)