



TOWN OF ATHERTON

BUILDING & PLANNING DEPARTMENT

PRE-APPROVAL PLANS CHECKLIST

For Building Permits provide: Digitally submit a [Building Permit Application](#) form and [Square Footage WorkSheet](#) And all construction documents/Plans (*All plans shall be 1/4" = 1', (smaller scales may be approved on a case by case basis) and Construction documents inc. Plans, related studies and calculations must be signed by the designer responsible for that document*)

Plans Must Include:

- The Cover Sheet must contain all of the following information: Complete Design Criteria; Occupancy Type; List all Special Inspections; List all Deferred Submittals, Plan Index of all sheets included in the plan set; Designer's name, address, and contact information; Indicate if the structure has, or will have, residential fire sprinklers.
- Zoning, setbacks, buildable area, and building heights
- In addition to Planning allowable area calculation, actual structure square footages are required;
- Each plan sheet must be signed by the designer, architect, engineer, for preparing the plans.
- Roof Plan; Floor Plan; Foundation Plan; Elevations
- Building Sections, including all construction details and shear transfer
- Door and Window schedules, including U-factors coordinated with the energy documents
- Structural Plans, three complete sets, and two sets of calculations and trusses, as applicable
- Geotechnical Report, one copy of the report and one copy of the letter from the geotechnical engineer stating that they have reviewed the project plans and have found that the recommendations from the Geotechnical Report have been properly incorporated into the project plans.
- Electrical Plans: switches, plugs, lights, fixture and equipment locations and layouts. Wire size, conduit size, panel calculations, single line drawing service and feeders are required for commercial projects and

maybe be required for complex residential projects. (See [“Deferred Submittal and Permit Guidelines”](#) for services over 600 amps which applies to residential work).

- Mechanical Plans: layouts must include equipment locations, duct sizing, register size and locations, combustion air, radiant heating boiler locations, tubing sizing and layout, etc.

(See [“Deferred Submittal and Permit Guidelines”](#) for duct sizing and designs)

- Plumbing Plans: fixture layout, water, DWV and gas pipe sizing.
- (See [“Deferred Submittal and Permit Guidelines”](#) for Gas Pipe Sizing), Water supply pipe material and size, drainage waste & vent pipe material and size, isometric drawings are required for Commercial and are generally required for complex residential projects.
- Title 24 Energy Calculations with all required features called out on the plans
- California Green Building Code Mandatory Measures (No point system or Tiers required).
- Completed Special Inspection Agreement Form [\(available online\)](#)

Upon towns approval of vendors pre-approved ADU plans, the town will place on its website a brief description of the pre-approved ADU plans along with the contact information of the vendor. This will allow the vendors pre-approved plans to be found by the town residents/ applicants seeking options for pre-approve ADU’s.

Per Assembly Bill No.1332 Section 65852.67 (4)(ii) The posting of a preapproved accessory dwelling unit plan pursuant to clause (i) shall not be considered an endorsement of the applicant or approval of the applicant’s application for a detached accessory dwelling unit by the local agency.

Questions about the process or to schedule pre submittal meeting. Call 650-752-0560 to speak with city staff regarding your proposed pre-approved ADU submittal. In some cases, it is beneficial to request a meeting to discuss your proposed pre-approved ADU plans prior to Submittal.