



PRE-APPROVED ADU PLANS GUIDE

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The San Mateo County ADU Resource Center [ADU Plans Gallery](#) includes designs that have been submitted to the City by architects and designers, and have been pre-approved to meet state and local requirements. Homeowners may select a pre-approved ADU design for review with a reduced permit fee.

Pre-Approved plans are reviewed in two phases. Phase 1 is the pre-approval process for architects/designers to submit plans for an ADU design that is not tied to a specific site. Once Phase 1 has been completed, the pre-approved “permit ready” plans will be added to the [ADU Plans Gallery](#), where homeowners can view pre-approved design options. Phase 2 is a separate application that can be submitted once a homeowner has selected a pre-approved ADU from the plans gallery and contacted the designer to prepare the additional details needed for site-specific review. The step-by-step process for each phase is summarized below.

Phase 1: Pre-Approval of Submitted Plans (Not Site Specific)	Phase 2: Using Pre-Approved Plans on a Specific Site
<ol style="list-style-type: none">1) Architect/designer submits application and plans via email to: ab-1332app@cityofsanmateo.org for pre-approval of an ADU design. This includes structural, floor plans, roof plans, etc. but no property specific information or site plans – see Phase 1 Submittal Requirements Checklist on pages 2- 5).<ol style="list-style-type: none">a) Staff will create permit record and invoice for fees due (\$2,831.57)2) City reviews application and notifies applicant of any incomplete items3) Architect/designer resubmits plan revision and response to comments (repeat steps 2- 3 until application is complete and all comments are addressed).4) City approves plan (pre-approval).5) Plan details and designer contact are listed online in the ADU Plans Gallery.6) Plan will remain available with pre-approval until the end of the current Building Code cycle.	<ol style="list-style-type: none">1) Applicant (typically homeowner) selects a Pre-Approved plan from the ADU Plans Gallery2) Applicant contacts designer for full pre-approved ADU plan details, and completes site-specific tasks (including preparing site plan showing where the pre-approved ADU will be sited on the property)3) Site-specific application is submitted to the City via the Online Permit Center for review (no changes may be made to the pre-approved ADU design), along with fees due (\$1,455.43). See Phase 2 Submittal Requirements Checklist on pages 6-8).4) City reviews site specific plan and notifies applicant of any incomplete items.5) Applicant resubmits plan revision and response to comments (repeat steps 4-5 until application is complete and all comments are addressed).6) Building permit is issued, construction of ADU may begin.

Please Note: Once an ADU plan has been added to the [ADU Plans Gallery](#), if a homeowner elects to use a pre-approved ADU design it may not be modified in any way during Phase 2 review in order to qualify for the Pre-Approval process.



ADU Pre-Approved Plans Phase 1 Submittal Requirements (Non-Site Specific)

Phase 1 is for architects/designers to have an ADU design reviewed for Pre-Approval in order to be listed in the ADU Plans Gallery. Partial submittal of revised sheets is not acceptable.

PHASE 1 APPLICATION AND PLANS SHALL BE SUBMITTED VIA EMAIL TO:

AB-1332APP@CITYOFSANMATEO.ORG

PROVIDE PLANS AS A COMPLETE PDF *

***If plans exceed allowable file size to send via email, please provide a link to download plans and specs.**

TITLE SHEET:

- 1) Written project description for the proposed detached ADU (square footage, number of stories, number of bedrooms/bathrooms)
- 2) Name, address, phone number, and email address of the architect, designer, or draftsman
- 3) Code cycle in effect at the time of application
- 4) Sheet directory
- 5) Include wet or electronic stamps and signatures for architects and engineers on the appropriate sheets
- 6) HCD Factory-Built ADU's and HUD Manufactured ADU's to include Pre-Construction Disclosure Matrix to clarify plan review, permitting and on site inspection responsibilities for all parties involved in the project.

FLOOR PLAN:

(1/4" scale preferred) Drawn to scale and showing the following:

- 1) Walls/Partitions
- 2) Location of all doors and windows, including window sizes
- 3) Uses of all rooms, including section and detail references as needed
- 4) Overall exterior dimensions and individual room dimensions for all levels and stories

ROOF PLAN:

(1/4" scale preferred) Drawn to scale and showing the following:

- 1) All ridge, valley, and hip lines
- 2) Roof drainage pattern
- 3) Roof pitches and eave overhang depths
- 4) Underlayment and flashing

- 5) Roof covering material with specifications and fire class rating

EXTERIOR ELEVATIONS:

(1/4" scale preferred) Drawn to scale and showing the following:

- 1) Roof lines and pitch(es)
- 2) Fascia and eave overhangs – show types and colors of exterior materials for siding, trim, railings, eaves, other architectural detailing
- 3) Windows/doors – show windows for both existing and new. Show window grid patterns, window operation type, and any obscured glazing.
- 4) Building plate height
- 5) Overall building height (measured to top of roof peak)

RENDERINGS:

- 1) High quality, color, 3D perspective drawings (optional, will be used if provided to advertise the proposed ADU online).

CROSS SECTIONS:

(1/4" scale preferred) Drawn to scale and showing the following:

- 1) Framing elements, including stair construction (if applicable) and foundation
- 2) Floor and roof finished floors and interior heights
- 3) Clearly depict the conditions of the structure and detail references
- 4) Building plate height
- 5) Building total height (to roof peak)

MECHANICAL, ELECTRIC, & PLUMBING PLAN:

(1/4" scale preferred) Drawn to scale and showing the following:

- 1) Furnace, air conditioning unit and duct work locations
- 2) New plumbing fixtures specifications
- 3) Water heater location and specifications
- 4) Line diagram for new gas line with sizes and specifications
- 5) Electrical panel and subpanels (if applicable) ratings and locations
- 6) Receptacle and switch locations and types
- 7) Lighting locations and types
- 8) If applicable, new EVSE location

FOUNDATION PLAN:

(1/4" scale preferred) Drawn to scale and showing the following:

- 1) Footing locations
- 2) Slab and footing reinforcement
- 3) Anchor and bolt hold down schedule
- 4) Section and detail references, and

- 5) Other pertinent information with dimensions
- 6) HCD Factory-Built ADU's Foundation Plans and Details need to be stamped by the State or HCD-approved Design Approval Agencies. HUD Manufactured ADU's Foundation Plans and Details should provide evidence they are approved by HUD or HUD-approved agency (PIA). If Foundation Plans and Details are not part of the HUD/HCD approved package, then they need to be designed and stamped by a licensed professional engineer.

FLOOR & ROOF FRAMING PLAN:

(1/4" scale preferred) Drawn to scale and showing the following:

- 1) Floor and ceiling joists
- 2) Roof rafters or trusses and hips or valleys framing members
- 3) Support beams, headers and posts
- 4) Shear wall locations and schedule
- 5) All framing hardware including hold-downs, straps, and other connection hardware
- 6) Section detail and references
- 7) Floor and roof sheathing and nailing specifications
- 8) Other required structural information

STRUCTURAL DETAIL SHEET(S):

- 1) General notes and material specifications
- 2) Shear wall and header schedules, etc.
- 3) All framing hardware including hold-downs, straps and other connection hardware
- 4) All typical and required specific structural sections and details
- 5) Structural calculations and Other required structural information

ENERGY DOCUMENTATION & CALCULATIONS:

Provide documentation that shows the work complies with the California Energy Code as follows:

- 1) Performance forms may be prepared by Certified Energy Consultant selected from the approved list at <http://cabec.org> ("Find an Energy Professional" / CEPE roster).
- 2) Applicants may also use the Prescriptive forms available at: <http://www.energy.ca.gov/title24/2016standards/index.html>
- 3) The documents shall be printed on the plans
- 4) Minimum sheet size = same size as plan sheets submitted.
- 5) All energy components specified in the CF-1R documents shall also be shown graphically on the plan / section views.
- 6) Location and R-values of all new wall, floor, ceiling and attic insulation specified in the CF-1R documents shall also be shown graphically on the plans.
- 7) The U-factor of all new (N) and replacement windows, skylights and doors with glass inserts specified in the CF1R documents shall also be shown graphically on the plans.

CALGREEN BUILDING CHECKLIST:

- 1) Fill out and print the [San Mateo](#) CALGreen Residential Building Plan Submittal Checklist form on the plans
 - a. Minimum sheet size = same size as plan sheets submitted
- 2) All green building components specified in the form shall also be shown graphically on the plan/section views
- 3) Separate sheets showing Green Building components are recommended for clarity



ADU Pre-Approved Plans

Phase 2 Submittal Requirements (Site Specific)

Phase 2 is for review of Site-Specific information to construct a Pre-Approved ADU plan on a specific property. Partial submittal of revised sheets is not acceptable. In order to qualify for Pre-Approved Plan Phase 2 review, no changes may be made to the pre-approved ADU design.

To use preapproved plans, the project must meet all of the following criteria:

- Lot must be zoned for residential use.
- Lot must **not** be located within a High Hazard FEMA Flood Zone or Wildland-Urban Interface (WUI) area.
- There are **no** active Code Enforcement cases on the property which will potentially affect the project.
- The proposed ADU is **not** located within a non-buildable area or recorded easement, such as a demolished swimming pool or Public Works utilities easement.
- The proposed ADU is **not** located in an area with a steep slope (typically 15% or more), which would require a site-specific foundation design.

PHASE 2 PLANS SHALL BE SUBMITTED DIRECTLY TO THE [ONLINE PERMIT CENTER](#) UPLOAD AS A COMPLETE PDF. SEE FORMATTING GUIDE [HERE](#)

FOR PHASE 2 REVIEW, THE FOLLOWING INFORMATION MUST BE ADDED TO THE PRE-APPROVED PLAN SET FOR REVIEW OF SITE-SPECIFIC INFORMATION. NO CHANGES MAY BE MADE TO PRE-APPROVED ADU DESIGN TO QUALIFY FOR PHASE 2 REVIEW.

TITLE SHEET:

- 1) Name, address, phone number, and email address of the property owner (and applicant, if different than the property owner)
- 2) Fire sprinkler determination – Fire Department will review plans for determination of whether fire sprinklers are required. If needed, fire sprinkler details may be deferred submittal.
 - a. Refer to “[Standard for the Determination of Fire Sprinkler Retrofit](#)” handouts from San Mateo Consolidated Fire Department for additional information.
- 3) Site-Specific Data Information Table – provide the information listed in the table below on the cover sheet:

Site Specific Data Information	
Site Address:	
APN:	
Zoning Classification:	
Lot Size (square feet)	
Permitted Floor Area Ratio:	
Maximum Permitted Floor Area (square feet)	
Floor Area (square feet)	
<ul style="list-style-type: none"> Existing Residence 	
<ul style="list-style-type: none"> Existing Attached/detached garage 	
<ul style="list-style-type: none"> Existing Front Porch for main residence 	
<ul style="list-style-type: none"> Existing Covered patios/balconies 	
<ul style="list-style-type: none"> Other existing accessory structures (not ADU) 	
<ul style="list-style-type: none"> Front porch exemption (main home) – subtract up to 100 sq.ft. 	
<ul style="list-style-type: none"> Proposed Detached ADU 	
<ul style="list-style-type: none"> ADU exemption (subtract up to 800 sq. ft. of ADU area. If ADU is larger than 800 sq.ft., the remaining area counts towards total) 	
Total Floor Area:	
Total Garage Parking Stalls (min. 10'x18')	
Total Uncovered Parking Stalls:	
List of All Protected Trees Including Species and Size	
Total area of new and rehabilitated landscaping	
FEMA Flood Zone	
Wildland Urban Interface (WUI)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cubic Yards of Soil Disturbance <i>(in order to determine if a Stormwater Pollution Prevention Construction Permit is required)</i>	

PLOT PLAN:

(Minimum scale: 1/8"=1')

1. All dimensioned property lines consistent with County Assessor's Parcel Map or Site Survey.
2. North arrow and scale.
3. Adjacent streets drawn and dimensioned to the centerline of the street, showing sidewalks or curb line. Label the distance between the back of the sidewalk or curb and the property line.

4. Location and identification of items of all utilities (PG&E, water, sewer lateral, and sewer cleanout) and any obstructions on sidewalks and curbs, such as fire hydrants, utility meters, utility poles, and street lights.
5. Existing and/or proposed driveways and walkways with width of all paved areas (see Zoning Code §27.18.070-27.18.080, Limits on Paving).
6. Footprint and overhangs or projections (eaves/bay windows/chimneys/balconies/decks) for all structures located on the site. Include all accessory structures, covered patios, covered porches, carports, outdoor mechanical equipment, and any structures with walls and/or a roof on the property.
7. All required garage and uncovered parking stalls (see Zoning Code § 27.18.110).
8. Location, dimension and type of easements.
9. Outline of structures on adjacent properties- window locations may be required in some instances.
10. Topographic elevation of the first floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement.
11. All existing, proposed and required yard setbacks measured to the first and second floors and to all detached structures.
12. Fire Separation Distance between existing structures, property lines and proposed detached ADU. Exterior walls and openings of the pre-approved ADU shall comply with the building code for required fire resistance rated construction requirements
13. Location, species and size (diameter) of all existing trees both on site and in the City right-of-way (street trees) and note whether they are to be removed. Provide San Mateo Tree Disclosure Statement. Arborist's Report may be required if protected trees will be removed or proposed ADU is located within Tree Protection Zone.
14. Creeks, steep slopes or other special environmental features.
15. HCD Factory-Built and HUD Manufactured ADUs foundation design for elements not included in the pre-approved plans, such as exterior landings, decks and stairs.