



Accessory Dwelling Unit (ADU) Plan Submittal Requirements

DEPARTMENT OF COMMUNITY DEVELOPMENT
Building Neighborhood and Business Services Planning

The following items must be submitted for a complete plan check to take place. Additional items may be required when determined to be necessary by the Building Official. Submit plans/calcs electronically to building@ci.monrovia.ca.us for plan check.

Administrative

- General Notes: Applicable codes, Description of Work, Lot Area, Existing/Proposed Building Areas, Material Specifications.
- Building Data: Occupancy Classification, Type of Construction, Building Height, Number of Stories, and Fire Sprinklers if applicable.

Site Plan / Plot Plan

- Lot size, locations and dimensions of property lines, adjacent streets, setbacks from property lines, locations of other structures, easements, north arrow, scale, site drainage pattern.
- Location of Utilities: Electrical Meter(s) and Panel(s), Water Meter(s), Gas Meter(s).

Architectural

- Floor Plans: Walls, partitions, door and window locations, room uses labeled. Floor plan must identify all existing and new construction for all affected floors.
- Roof Plan: Roof drainage pattern, roofing material and slopes, locations of hips/valleys/ridges, eave overhang dimensions, attic vent locations (for attic spaces), and attic access.
- Exterior Elevations: Wall covering material, plate and building heights, finish grade lines, window flashing details, veneer details, specify weather barrier.
- Cross Sections: Full height and width, indicating framing, foundation, and insulation in at least one orthogonal directions.
- Schedules: Doors and windows, and exterior/interior finishes

Structural

- Foundation Plan: Locations of all new and existing footings, anchor bolt and hold-down schedules, complete foundation/footing details.
- Framing Plan: Size, spacing, and span of all floor and ceiling joists, roof rafters, valleys, hips, beams and headers. All lateral force resisting elements, including shear wall locations and schedule, and diaphragm construction specifications.
- Shear Wall Schedule: Shear wall/Brace Wall Panel specifications, thickness, nailing, and allowable capacity.
- Structural Analysis: Calculations shall be provided to support the structural plans if deviating from the conventional construction provisions of the Residential Code. The structural calculations shall address both vertical and lateral forces, and shall be stamped and signed by a licensed engineer or architect registered in the state of California. If the conventional provisions of the Residential Code is to be used, provide a wall bracing plan specifying all braced wall line locations including the bracing method at each wall line.
- Details: Complete framing and foundation details for all new/altered structural elements.

(Title 24) Energy & CALGreen

- Provide Title 24 Energy Compliance Forms (CF1R).
- CALGreen notes, requirements and details.

Mechanical, Electrical, Plumbing (MEP)

- Show location of heating, ventilation, air conditioning, and water heater equipment on plan. Provide specifications from the manufacturer.
- Provide electrical layout of lights, outlets and switches. Show smoke/carbon monoxide alarm locations. Show how ADU receives power from panel/meter.
- Show all fixture locations. If gas is being provided, show how ADU receives gas from meter. Show pipe size, location and length or run.

High Fire Zone

- If ADU is location in a Very High Fire Hazard Severity Zone, provide all applicable details, specifications and notes per Section R337 of the 2019 California Residential Code.

