



Building and Fire Prevention  
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## ACCESSORY DWELLING UNIT PLAN CONTENT SUBMITTAL CHECKLIST

The plans will need to be a minimum size of 24"x36" with sheet number in chronological order. They also need to be formatted to comply with the electronic plan format requirements: [Electronic Format Requirements](#)

The applicant shall use this form to identify the plan sheet number the below information can be found.

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Required Information	Plan Sheet Number
Each plan sheet identifies and is signed by the person responsible for the design.	
Each plan sheet drawn to scale and identifying the scale	
Each Plan sheet identifies the legal property owner and address	
Title Sheet	Plan Sheet Number
Legal Property Owner's Name, Address, and Phone Number	
Detailed scope of work/job description	
Building height/number of stories for each building	
Building area for each building	
Occupancy types (ex: R3 and U)	
Building construction types (ex: Type VB)	
Existing and the proposed square footage of each structure	
Existing and proposed percentage of the lot coverage	
Identify if any of the existing structures have fire sprinklers	
Identify if proposed the structure will have fire sprinklers	
Identify if existing structures are connected to City sanitary sewer or private septic system	
Table of contents of plan sheets provided/Sheet index	
Name, type and contact information of each of design professionals	
Plan date/revision dates	
Applicable Codes and Editions	
Symbol legend	
Abbreviations	
General notes	
Scale/dimensions	
Identify if project is in a Hazard Zone (ex: Flood, Geological, Hillside Combining, WUI/High Fire)	
Proposed deferred submittals	
Planning Divisions Approval Certificate with the Conditions of Approvals (Projects that were required to go through a design review process)	
Conditions of Approval relevant to the Building Permit incorporated into the design	

Site Plan	Plan Sheet Number
Show the Full Parcel, Lot Dimensions, Property lines, Street Name(s)	
Location of all recorded easements	
Location of existing and proposed building footprint & roof line projections of all structures including accessory structures	
Location of existing and proposed retaining walls	
Location of existing swimming pools	
Locations of all visible utilities (ex: electrical meters, gas meters, water meter, sanitary sewer clean outs, cable/phone boxes, PG&E infrastructure and overhead utilities)	
Location of streams or creeks on or within 100' of the property	
Location, species, and size of trees that will be disturbed or removed by the proposed work	
Tree protection plan	
Location and distance to the nearest fire hydrant from the ADU's furthest wall	
Location of exterior mechanical equipment and distance to property line	
Dimensions between all existing structures and the proposed structure	
Dimensions from property lines to existing and proposed structures and projections	
Locations of off-street vehicle parking	
A vicinity map with north arrow	
Existing City water meter location and size	
New proposed City water meter or Private water sub-meter location	
Identify proposed location of the water supply pipe, include size, material, and existing pipe size at point of connection	
Existing sanitary sewer pipe location and size	
Location of private septic tank and dispersal field	
Identify proposed location of the sanitary sewer pipe, include size, material, slope and proposed point of connection	
Ground slope and storm water surface drainage pattern directed away from all structures and not crossing property lines	
Location and size of existing and proposed storm drainage structures catch basins, area drains, storm pipe, etc)	
Identify location of exterior mechanical units	
Identify location of exterior electrical panels for the main dwelling and the ADU	
Floor Plan	Plan Sheet Number
Demolition Plan	
Identify existing and new portions of the structure	
Overall structure dimensions	
Room names based on use	
Each room dimension	
Dimensions at plumbing fixtures	
Door locations and swing direction	
Door dimensions schedule	
Window locations	
Window dimensions schedule also identify egress windows and safety glazing windows	
Natural light and natural ventilation calculations	
Stairway location with riser height and tread length	
Stair handrail location and construction details	
Guard location and construction details	
Location of fire-resistant construction and details	

Attic access location and size	
Underfloor access location and size	
Appliance locations	
Ceiling heights	
Aging-in-place design and fall protection details (California Residential Code Section R327)	
Wildland-Urban Interface fire protection details	
<b>Fire-resistance construction plan</b>	
Location of fire-resistance walls	
Fire-resistance wall construction details	
Fire-resistance floor construction details	
Location of fire-resistance eave/overhangs	
Fire-resistance eave/overhang construction details	
Details for fire-resistance assembly penetrations	
<b>Roof Plan</b>	
Slope of the roof identifying the ridge, valleys, and hips.	
Roofing material	
Attic ventilation locations and calculations	
Overhang/eave length	
Fire-resistance eave locations and construction details	
Photovoltaic location with roof access and pathways	
Location of downspouts	
<b>Exterior Elevation</b>	
Existing exterior elevations viewed from the north, east, south, and west	Plan Sheet Number
Proposed exterior elevations viewed from the north, east, south, and west	
Overall height of the structure measured from the ground level to the highest part of the structure	
Material of the exterior finishes	
Location of all exterior fixtures and equipment	
Location of foundation vents and height above exterior grade	
<b>Cross Section View</b>	
Cross section view through the building framework from ground level to peak showing, finish grade, foundation, framing elements, insulation, ceiling heights, crawl space height and attic space height.	Plan Sheet Number
<b>Foundation Plan</b>	
Location of all footings, stem walls, piers, grade beams, slabs or retaining walls	Plan Sheet Number
Dimensions of all footings, stem walls, piers, grade beams, slabs or retaining walls	
Reinforcement location, spacing and size for all footings, stem walls, piers, grade beams, slabs, or retaining walls	
Anchor bolt size and spacing	
Hold-down anchor size and locations	
Under floor ventilation location and calculations	
<b>Floor Framing Plan</b>	
	Plan Sheet Number

Mudsill dimensions and anchoring	
Post locations and dimensions	
Post to pier connection detail	
Post to girder connection detail	
Girder/beam locations and dimensions	
Girder to stem wall connection detail	
Floor joist location, dimensions, direction, spacing and span	
Floor joist to mudsill connection details	
Floor joist to girder connection details	
Subfloor thickness	
<b>Braced/Shear Wall Plan</b>	Plan Sheet Number
Locations of braced/shear walls	
Length of braced/shear walls	
Braced/shear wall schedule that includes sheathing thickness, nail spacing, anchor bolt spacing, sill plate nailing, hold-down type, top plate transfer hardware	
<b>Roof Framing Plan</b>	Plan Sheet Number
Rafter location, dimension, direction, spacing and span	
Ridge, hip, and valley location, direction and dimension	
Roof sheathing thickness	
Rafter to wall connection detail	
Rafter to ridge, hip, or valley connection detail	
Ceiling joist location, dimension, direction, spacing and span	
Rafter tie locations, dimensions, and connection detail	
Collar tie locations, dimensions, and connection detail	
Truss layout plan	
<b>Electrical, Mechanical, and Plumbing Plan</b>	Plan Sheet Number
Locations of all mechanical devices (ex: furnace, air conditioner, condenser, mini-split units, heat pump)	
Bathroom fan locations and specify minimum cubic feet a minute	
Kitchen hood or other localized exhaust fan in the kitchen locations and specify minimum cubic feet a minute	
Clothes dryer duct size, length, and termination point	
Locations of all plumbing fixtures	
Location of water heater	
Location of clothes washer	
Location of the proposed sanitary sewer pipe, include size, material, slope and proposed point of connection	
Location of the proposed water supply pipe, include size, material and pipe size at the proposed point of connection	
Calculation for water pipe sizing	
Location of the proposed private water sub-meter if a new City water meter is not proposed for this project. Note: Morgan Hill Municipal Code requires each individual dwelling unit needs the water to be metered separately.	

Location of all electrical devices (ex: switches, lighting, fans, and outlet receptacles)	
Location of smoke and carbon monoxide detectors	
Location of all distribution panels (ex: main panel, subpanels)	
Identify the size in amperage for all distribution panels	
Identify the working clearances in front of each distribution panel	
Provide electrical load calculations for each individual unit if the electrical service will be shared between units	
Electric vehicle charging infrastructure (projects with garages) <a href="https://library.municode.com/ca/morgan_hill/codes/code_of_ordinances?nodeId=TIT15BUCO_CH15_62ELVECHIN">https://library.municode.com/ca/morgan_hill/codes/code_of_ordinances?nodeId=TIT15BUCO_CH15_62ELVECHIN</a>	
<b>Details Sheet</b>	
Architectural details sheets	
Structural details sheets	
<b>Civil Plans</b> (Required for projects located in a Geological Hazard Areas or Flood Zone Areas or Hillside Combining Zone. Civil Plans must be Stamped and Signed by a Professional Engineer)	Plan Sheet Number
Floodplain Boundary	
Topographic Survey	
Existing Grades/Conditions Plan	
Proposed Grading Plan	
Cross Section at ADU and property lines	
Existing and proposed finish floor elevations	
Erosion and Sediment Control Plan	
Tree protection plan	
<b>Energy and Green Building Plans</b>	Plan Sheet Number
Title 24 Energy Code Compliance Documents	
Energy Code Mandatory Measures	
California Green Building Code Mandatory Measures Checklist	
Photovoltaic Plans or identified as a Deferred Submittal on Plans Cover Sheet (New Detached ADU Only)	
<b>Build It Green or LEED Checklist</b> showing enough points to comply with MHMC 15.65 <a href="#">Chapter 15.65 - SUSTAINABLE BUILDING REGULATIONS</a>	
Photovoltaic Plans or identified as a Deferred Submittal on Plans Cover Sheet (New Detached ADU Only)	
<b>Construction Management Best Practices and Blueprint to a Clean Bay Plan Sheet</b> <a href="https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet">https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet</a>	
<b>Landscape Plans</b> (Projects proposing landscaping)	Plan Sheet Number
Landscape Plan	
Irrigation Plan	