

ACCESSORY DWELLING UNIT APPLICATION COMPLETENESS CHECKLIST

The Building Division will use this checklist to verify a Accessory Dwelling Unit Building Permit Application is complete. This completeness check may take up to 15 business days. If the application is not complete you will receive notice of the missing items. Once the application is deemed complete an invoice will be produced for the Plan Review fees.

A complete Building Permit Application will include the following documents and plans. See electronic plan review format requirements: [Electronic Format Requirements](#)

The applicant shall mark the left side of this form identifying what items are being submitted with their application and sign the bottom of the form.

Date: _____ Project Address: _____ Permit No. _____

Item Submitted (Applicant)		Document Submittal	Item Received (Building Division)		
YES	NO		N/A	YES	NO
		Permit Application https://www.morganhill.ca.gov/DocumentCenter/View/235			
		Accessory Dwelling Unit Plan Submittal Checklist https://www.morganhill.ca.gov/DocumentCenter/View/47578/Plan-Content-Checklist---ADU11923			
		Plans formatted to City of Morgan Hill Electronic Plan requirements. Electronic Format Requirements			
		Construction Waste Management Plan form https://www.morganhill.ca.gov/DocumentCenter/View/21377			
		Statement of Special Inspections or Structural Observation form https://www.morganhill.ca.gov/DocumentCenter/View/17275			
		Structural Calculations			
		Truss Calculations or identified as a Deferred Submittal on Plans Cover Sheet			
		Acoustical Analysis Report (Required for Projects located next to Railroad or major roads)			

		Planning Divisions Approval Certificate with the Conditions of Approvals (Required for projects located in the Hillside Combining Zone or Flood Hazard Areas) Conditions relevant to the Building Permit will need to be incorporated into the design.			
		Floodplain Worksheet (Required for projects located in a Flood Hazard Area) https://www.morganhill.ca.gov/DocumentCenter/View/47587/Floodplain-Worksheet-DEC-2023-PDF			
		Stormwater Worksheet (Required for projects over 750 sq ft or in the Hillside Combining District or located within 100' of a stream or creek)			
		Geotechnical Report (Required for projects located in a Geological Hazard Area)			
		Plan Review Letter from Soil Engineer (Required for projects located in a Geological Hazard Area)			
		City Geologist Plan Review Form (Required for projects located in a Geological Hazard Area) https://www.morganhill.ca.gov/DocumentCenter/View/54798/City-Geologist-Plan-Review-Form			
		City Geologist Plan Review Deposit (Required for projects located in a Geological Hazard Area)			
		Civil Plans (Required for projects located in a Geological Hazard Areas or Flood Hazard Area or Hillside Combining Zone. Civil Plans must be Stamped and Signed by a Professional Engineer)			
		• Existing Grades/Conditions Plan			
		• Proposed Grade Plan			
		• Section Plan			
		• Erosion and Sediment Control Plan			
		• Utility Plan			
		• Tree Protection Plan			
		Architectural Plans			
		• Site Plan			
		• Demo Plan			
		• Floor Plan			
		• Roof Plan			
		• Exterior Elevations			
		• Cross Sections			
		• Detail Sheets			
		• Fire-resistance construction plan			
		• Wildland-Urban Interface Compliance Plan (Required for projects in the High fire Hazard Area)			
		Energy and Green Building Plans			
		• 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)			
		Structural Plans			

		• Foundation Plan			
		• Floor Framing Plan			
		• Shear Wall/ Braced Wall Plan			
		• Roof Framing Plan			
		• Detail Sheets			
		Electrical, Mechanical and Plumbing Plan			
		Construction Management Best Practices and Blueprint for a Clean Bay Plan Sheet https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet			
		Build It Green or LEED Checklist (MHMC 15.65) Chapter 15.65 - SUSTAINABLE BUILDING REGULATIONS			
		Environmental Services Division Landscaping Checklist (If landscaping is proposed) https://www.morganhill.ca.gov/DocumentCenter/View/44123/ESD-Checklist-for-Design-Permit-pdf			
		Landscape Plans (If landscaping is proposed)			

Any item identified by the Building Division above as “NO” in the “Item Received” category is required for this Project. Please submit those missing items for a recheck to verify compliance.

In addition to a Building Permit an Accessory Dwelling Unit project may require the following Permits:

- Design Review Permit (Projects located in the Hillside Combining District or Flood Hazard Area)
- Water Submeter Permit (Projects utilizing a private sub-meter instead of a separate City water meter)
<https://www.morganhill.ca.gov/FormCenter/Environmental-Services-6/Water-Submeter-Permit-Application-214>
- Fire Sprinkler Permit (Projects installing fire sprinklers, required if the primary dwelling unit has fire sprinklers)
- Encroachment Permit (Projects with work in the public right-of-way or connection to a City utility)
- County Environmental Health (If property is not connected to the City sanitary sewer and more than 300' from the City's sanitary sewer line)

APPLICANT SIGNATURE: _____

DATE: _____

APPLICATION REVIEWED BY: _____

DATE: _____