



City of Hollister

Development Services Department

339 Fifth Street, Hollister CA (831) 636-4360

ADU & JADU SUBMITTAL CHECKLIST

This checklist is provided to aid applicants in providing the required information to determine the completeness of your Accessory Dwelling Unit / Junior Accessory Dwelling Unit application in both the Planning and Building Stage. Submittals that do not provide all the necessary documents and data from the checklist, in the required order, will be considered incomplete.

Items that are checked as “Planning” are required to be included in the Planning Division plan set submittal. Items that are checked as “Building” are required to be included in the Building Division submittal. Items that are marked as “MF” are required for multifamily ADU proposals only. To save on recording costs, items marked as “Building” only do not need to be included in the planning submittal. However, once you submit for a building permit, you will need to include the indicated information in the plan set. The sheet number section is for the applicant to indicate on what sheet a particular item can be found in the plan set. The grey “completed” column is for office use only, do not mark this section.

General Planning Submittal Requirements:

- ☐ Completed Accessory Dwelling Unit / Junior Accessory Dwelling Unit Application Form.
- ☐ One copy of a current Preliminary Title Report, prepared within six (6) months of the date of application filing, which identifies the property owner(s) and has a legal description of the project site. A digital copy (only) of any referenced/linked recorded documents is also required.
- ☐ Completed Project Submittal Checklist noting the location of each item required for submittal.
- ☐ Colored photographs of the exterior of the existing home. If the proposal is a conversion of an existing structure, then also provide exterior photographs of the structure.
- ☐ Completed Deed Restriction form with Notarized signatures and legal description of the property (Exhibit A).
- ☐ One (1) 24” x 36” and one (1) 8.5” x 11” hardcopy sets of plans.
- ☐ A digital copy of the entire submittal package on a USB drive or emailed to planning@hollister.ca.gov.
- ☐ Application Fees. Payment of the application fee is due at the time of the scheduled submittal appointment. The City of Hollister accepts cash, credit card, or check. Make checks payable to “City of Hollister”.

Additional Planning Submittal Requirements:

- ☐ For **conversion** ADUs/JADUs in the **Earthquake Fault Zone**, provide a copy of a geological fault investigation report prepared by a licensed professional.
- ☐ For **new construction** ADUs in the **Earthquake Fault Zone**, provide a copy of a geological soils report prepared by a licensed professional.
- ☐ For ADU’s / JADUs with active **Code Enforcement Cases**, provide a copy of the citation letter.

Building Submittal Requirements:

- ☐ A complete Building Permit Application.
- ☐ Two hardcopy 24” x 36” plan sets (minimum 18” x 24” and maximum of 30” x 42”).
- ☐ A PDF copy of the plan set.
- ☐ A PDF copy of the Structural Calculations, Energy Calculations, Truss Calculations Floor/Roof, Truss Review Letter from EOR, Soils Report/Geo Technical Report (if required), and any specifications. All documents should be wet stamped and signed electronically.

For any questions on the ADU planning process, contact a planner at (831) 636 -4360 or planning@hollister.ca.gov. For any questions on the ADU building process, contact the Building Division at (831) 636-4355 or building@hollister.ca.gov.

Plan Submittal Checklist	Sheet No.	Planning	Building	Completed
All Sheets		X	X	
1. Drawn to a standard engineering or architectural scale (with the scale noted on each sheet).		X	X	
2. The page/sheet number shall be labeled on the lower right-hand side of each page.		X	X	
3. All sheets shall be drawn on 24" x 36" paper and folded to approximately 10" x 12".		X	X	
4. All text must be a minimum of 0.1" in height if typed, 1/8" if handwritten.		X	X	
5. Reserve a 3.5" wide x 2" tall box on the lower right corner, above sheet number, on all pages for city stamp.		X	X	
6. All plans' sheets shall include the date of preparation and the date of any subsequent revisions (if made to that particular sheet).		X	X	
7. All sheets shall be either bound or stapled in the required order. Loose sheets will not be accepted.		X	X	
Title / Cover Sheet		X	X	
1. Names, addresses, phone numbers, and email addresses for the property owner, applicant, and architect/designer.		X	X	
2. Project name, address, Assessor Parcel Number, Zoning District, and General Plan Designation.		X	X	
3. Scope of work identifying all work being proposed under this permit.		X	X	
4. Indicate if property is within a flood zone, earthquake fault zone, and historic district. If within a historic district, indicate which district (Monterey or Downtown).		X	X	
5. Lot size, existing lot coverage, proposed lot coverage, existing building/structures square footage, and proposed ADU/JADU square footage.		X	X	
6. For multifamily (MF) ADUs , provide a summary of square footage of private open space for each unit and the square footage of all common open space, existing and proposed.		MF		
7. Occupancy Group Classification, Type of Construction, and fire sprinkler status.			X	
8. Table of contents listing all plan set sheets, their content, and sheet number.		X	X	
9. Vicinity Map and north arrow.		X	X	
10. Complete legend and abbreviations list.		X	X	
11. Applicable Codes and Editions e.g., CBC, CRC, CEC, CMC, CPC & California Building Energy Efficiency Standards.			X	
12. Planning Division Conditions of Approval.			X	
Existing Site Plan		X	X	
1. Show full parcel. Label all lot dimensions, property lines, and street names.		X	X	
2. Show North Arrow and scale.		X	X	
3. Show footprint of primary dwelling unit(s), existing fences/retaining walls, and any existing accessory residential structures.		X	X	
4. Show all recorded easements (if any), and the location of existing utilities (lines for electric, gas, sanitary sewer, and water)		X	X	
5. Display all existing setback measurements (rear, side, and front yard) for the primary unit and any existing accessory structures. Include setback measurements between all structures.		X	X	
6. Show location of driveways, walkways, and existing parking spaces. Label material (pervious/impervious, etc.).		X	X	
7. Show location of fire hydrants, utilities, and gas/electric/water meters.		X	X	
8. For multifamily ADUs , identify the location and assignment of parking spaces per unit.		MF		
9. For multifamily ADUs , identify the location and dimensions of private open space per unit and any common open spaces.		MF		
10. For multifamily ADUs , identify the location of existing trash enclosure(s).		MF		
Proposed Site Plan (show all items listed in the existing site plan section plus the following)		X	X	

Plan Submittal Checklist	Sheet No.	Planning	Building	Completed
1. Show proposed ADU location and footprint.		X	X	
2. Show the setback measurements from the ADU to the rear and side properties lines, from the primary dwelling unit, and from any other existing structures.		X	X	
3. Show location of any proposed new meters / utilities.		X	X	
4. Show location of proposed parking space(s) for the ADU.		X	X	
Elevations (existing and proposed)		X	X	
1. Dimensioned existing elevations (including height and length) of all exterior walls (colored photographs may be submitted for existing elevations to remain unchanged) of each building in the development labeled North, South, East, and West.		X	X	
2. Dimensioned proposed elevations (including height and length) of all exterior walls of each building in the development labeled North, South, East, and West. Clearly identify all changes to exterior elevations proposed.		X	X	
3. Provide existing and proposed color and material details for the primary unit and the proposed ADU. This includes, but is not limited to, details on walls, windows, doors, and roofs.		X	X	
4. Show location of all new meters and location of proposed ADU address.		X	X	
5. New construction ADU , a Photovoltaic System is required. Show location on elevations.		X	X	
Floor Plans (existing and proposed)		X	X	
1. Provide an existing and proposed floor plan for the ADU and primary unit. Label all rooms/use areas.		X	X	
2. Label total gross floor area.		X	X	
3. Building footprint.		X	X	
4. Location of all doors and windows.		X	X	
5. Exterior open space (private only) and square footage of space.		X	X	
6. For attached ADUs , specify the 1-hour fire rated construction at wall and floors separating the dwelling units.			X	
7. For JADUs that are sharing sanitary facilities , show the location of the sanitary facilities within the primary unit. Access route should be clearly identifiable.		JADU		
8. For multifamily ADUs , provide a floorplan of the multifamily building and clearly label each room/uses and size of each unit.		MF		
Architectural Plans			X	
1. Provide door, window, and room finish schedules.			X	
2. Provide architectural and framing details, cross sections, bracing and support, suspended ceiling plan and legend, and exterior elevations. Ensure to identify construction materials, wall covering specifications and fire rating.			X	
Structural Plans			X	
1. Provide a foundation, floor, wall framing plan, roof framing plan, and associated structural details. a. When using prefabricated roof/floor trusses, manufactured calculations are required “wet or electronic” stamped and signed by the truss engineer, also include a truss review letter signed by the engineer of record. b. The roof plan shall reflect the solar panel installation rea.			X	
Mechanical Plans			X	
1. Show location of HVAC equipment and size, noting VTU output. a. It is advisable to provide the gas meter with an Earthquake shut-off valve especially on projects proposed within an earthquake zone.			X	
Electrical Plans			X	

Plan Submittal Checklist			Sheet No.	Planning	Building	Completed
1. Show location of all receptables, lights, motors, switches, disconnects, panels, services, and one-line diagram showing conduit/conductor size and insulation type.					x	
2. The main service panel shall be provided with a 225 am bus bar minimum.					x	
Plumbing Plans					x	
1. Show locations of plumbing fixtures, listing all required dimensions, gas line diagram including pipe size, material, length and BTU's of all fuel fired appliances.					x	
Energy Calculations					x	
1. Provide signed energy forms with calculations on a plan sheet for any alteration, addition of shell lighting, and interior/exterior mechanical systems.					x	
Civil Plans					x	
1. If required, show all site work, grading, storm drainage, easements, and utilities.					x	
Storm Water Pollution Prevention Plan					x	
1. If required, provide a storm water pollution prevention plan. Refer to the Engineering Department for submittal requirements.					x	
Permit No.		Completeness Review Checked off by:				
Date Received						
Received By		Date:				