



**COUNTY OF SAN BENITO  
RESOURCE MANAGEMENT AGENCY  
PLANNING AND BUILDING INSPECTION SERVICES**

2301 Technology Parkway  
Hollister, CA 95023-2513

Phone: (831) 637-5313  
E-mail: [sbcplan@cosb.us](mailto:sbcplan@cosb.us)

**ACCESSORY DWELLING UNIT/ADU  
PLAN SUBMITTAL REQUIREMENTS**

**Please contact the following agencies for specific project information and requirements:**

- Planning (831) 637-1041
- Environmental Health Department (831) 636-4035
- Water & Sanitation District (831) 636-4377
- Fire District (831) 636-4325 [Hollister Fire/CAL Fire areas], (831) 726-3130 [Aromas Fire].
- Plans drawn or prepared by licensed design professionals must be stamped at submittal and "wet"-signed before the permit can be issued (may be electronic signature).<sup>1</sup>
- Accela Citizens Portal for electronic permit submittals:  
<https://aca-prod.accela.com/SANBENITO/Default.aspx>

**SUBMIT:**

- One (1) set of building plans submitted electronically.<sup>1</sup>
- One (1) properly completed building permit application submitted electronically.
- One (1) properly completed liability waiver.
- One (1) electronic copy of each of the following documents:
  - Manufacturer Structural Calculations<sup>1</sup>
  - Truss Calculations<sup>1</sup>
  - Geotechnical/Soils Report (if greater than 15% grade) (not required if  $\leq$  1,200 square feet)
  - C&D CAL Green Compliance Report
  - Energy Calculation Forms

**PLANS SHALL CONSIST OF:**

**Y Cover Sheet Showing<sup>2</sup>:**

- Project address, owner, contractor, APN, Scope, and contact info
- Flood zone (Visit FEMA website: <http://msc.fema.gov/portal>).
- Square footage of all proposed structure(s).
- Building fire sprinkler system if required (deferred submittal).
- Note on plan: Project to comply with the 2022 CBC, 2022 CEC, 2022 CMC, 2022 CPC, 2022 CA Energy Code, 2022 CA Green Building Standards Code, and San Benito County Code.
- Location map.
- Type of construction.
- Occupancy classification(s).

**Y Plot Plan:**

- Lot dimensions with property lines and any easements identified.
- Location and type(s) of all site utilities;
- Grades and elevation of site and building.
- Dimensions from structures to property lines, Dimensions between structures

electrical, sewer, water etc.

(measured at right angles to structures).

**Architectural Sheets<sup>1</sup>:**

- Wildland Urban Interface Area requirements, per California Residential Code Chapter 3.
- Cross Sections
- Floor Plan (identify and dimension all room usage).
- Window and door schedule.
- Show details of fire rated construction per California Residential Code Table Chapter 3, or indicate G.A. file number if assembly is from Gypsum Association Fire Resistance Design Manual.
- CALGreen Checklist (properly completed and/or imprinted on plan).
- Elevations from all sides of building with exterior material used.
- Roof Plan (show proposed roof top equipment, roof pitch, type of roofing etc.).

**Structural<sup>1</sup>:**

- Include structural design criteria (design load, wind, seismic, etc.) on plan.
- Foundation Plan (anchorage, rebar, piers etc.)
- Roof Framing Plan
- Location, size and grade of all framing members to include location(s) of shearwalls.
- Structural Details

**Electrical Plan<sup>1</sup>:**

- Light fixture/switch locations.
- Interior and exterior receptacle outlet locations.
- Service size and location
- Photovoltaic System (**Solar**) Plan per standard SBCC requirements.

**Plumbing and Mechanical Plan<sup>1</sup>:**

- Water piping system, pipe sizes, and pipe materials proposed on plumbing floor plans.
- Location of plumbing equipment; water heater, laves, toilets etc.
- Location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment; fireplaces, ventilation fans, kitchen exhaust, including termination points shown on plan.

- 1. Not needed for applicants who wish to use County pre-approved ADU plans.**
- 2. Contact the Resource Management Agency, Planning and Land Use Division for the information below via phone: 831-637-5313 or via email at [sbcplan@cosb.us](mailto:sbcplan@cosb.us)**

## **State Laws:**

Y **Accessory Dwelling Units (ADUs):** sometimes called "Granny Flats," received development assistance and streamlining from local requirements/processes through four major bills, AB 881, AB 68, SB 13 and AB 670. Collectively these laws limit local government review and regulation in the following ways:

- The County cannot require a minimum lot size or floor area ratio (FAR) requirement for placement of an ADU.
- The County must allow in areas zoned for single family/multifamily up to two ADUs to be permitted per each existing single family/multifamily site, in addition to the existing unit/units.
- The designation of areas may be based on criteria that include, but not limited to the adequacy of water and sewer services and the impact of ADU on traffic flow and public safety.
- Must have a proposed or existing dwelling on the parcel.
- Has to meet current building codes.
- Has to be approved by Environmental Health (new septic system).
- ADU's shall not be required to provide fire sprinklers if they are not required for the primary residence.
- For local agencies without an ADU ordinance, total floor area of an attached ADU to not exceed 1,200 square feet, and shall not exceed 50 percent of the proposed or existing primary dwelling living area (at least 800 square feet)
- Total floor area of a detached ADU to not exceed 1,200 square feet, and must be minimum of 850 square feet.
- ADU's may be attached to or located within a garage, storage area, or other structure.
- ADU's cannot be required to provide a side yard or rear yard setback greater than 4 feet for detached ADU.
- No setbacks required for an ADU's located for converting an existing structure in the same location and no bigger than the same size (like a garage or shed).
- No setback to exceed 5 feet for an ADU located above a garage.
- Building heights of up to 16 feet.
- No passageway required.
- No replacement parking can be required for a garage or carport conversion, or a new unit within a half mile or transit including bus stop and train station, otherwise one parking space is required per ADU, may be tandem on driveway (you can park behind, rather than next to another car). Parking can also be in a setback.
- The County cannot require owner-occupancy for any units, and may be rented separate from primary residence, but not sold.
- The County must complete a "ministerial" or staff-only review of the development on single-family and multi-family lots within 60 days after receiving an application. No public meetings or notices can be required. The County can't use another ordinance to delay or deny the permit.
- The ADU can't be considered for density.
- No impact fees can be charged/collected on units less than 750 square feet; should an ADU be 750 square feet or larger, impact fees shall be charged proportionately in relation to the square footage to the ADU to the square footage of the primary dwelling unit
- Homeowner's Associations may not limit ADU construction; they may continue limited design review which does not alter side yard or setback, height or size allowed by law.
- An ADU that received a notice to correct violations before on/after January 1, 2020 to be delayed five years if correcting violation not necessary to protect health and safety.

**PLEASE NOTE, THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.**