

Vendor Preapproved ADU Submittal Guide

Pre-Approved ADU plans only cover the unit itself.

Please submit the following items to Planning@citrusheights.net for preliminary review.

1) PLANS:

- Plans must be prepared to minimum 1/4 inch = 1 foot minimum scale
- Architect's documents – Must bear their professional stamp with renewal date written or printed on the stamp.
- Engineer's documents – Must bear their stamp or seal and wet signature with date on at least the Cover Sheet, Title Sheet, or Signature Sheet.
- Plans must be uniquely identifiable (model name or number), so applicants can clearly state which plans are being requested
- Plans will expire at the end of each Building Code making cycle

2) CALCULATIONS:

- Preparer, Architect or Engineer is to sign and stamp all documents.
- Required calculations may include: Structural Calculations showing vertical and lateral loads; Title 24 Energy CF-1R Form; and Title 24 Mandatory Measures of Performance Analysis Summary
- Mandatory Green Building Standards Requirements

This includes:

- Architectural drawings
 - Floor plans
 - Elevations
 - Sections
 - Details
- Structural Plans & Details
 - Floor Framing Plan
 - Roof Framing Plan/Details
 - Truss Submittal (if applicable)
 - Structural calculations (if applicable)
- Plumbing, Mechanical & Electrical Plans
- Energy Code Documentation

3) AUTHORIZATION LETTER: *Customers who purchase plans from approved vendors must be provided with an authorization letter approving the purchase of the plans.*

Vendors will need to provide/submit a copy of this distinct authorization letter that will be provided to customers.