



ACCESSORY DWELLING UNIT [ADU] CONVERSION CHECKLIST
FOR THE CONVERSION OF AN EXISTING STRUCTURE TO AN ADU

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required by the plan’s examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gather the information listed below.

Ready to start your application? Click Here: salinas-ca-us.avolvecloud.com

LIST OF REQUIREMENTS	
GENERAL	Create A User Account or Login to Salinas Paperless Permits and Start a New Building Permit Application
	Plans: Signed and Dated PDF, Individual Sheets, Landscape, Accurate Scale, Sizes: 24”X36”, 30”X42”
	Files: Must be Print Ready With Correct Scale Ratio, With No Data Outside the Print Page Area, No Password Protection or Editing Security
	Sheet Number: The Sheet Number May be Listed With Decimals or in Whole Numbers
	Sheet Name: The First Character Must Represent the Discipline Area (“A” for Architectural, “S” for Structural, Etc.) Sheet Name Must Clearly Indicate the Information Found on the Page Example: A002.1 – Second Level Floor Plan Details
COVER PAGE AND PLANS	Applicable Codes: 2022 California Building or Residential Code and the Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes and City of Salinas Municipal Code
	Preparer’s Name, Title, Address, Phone Number and Registration
	Project Address, Assessor Parcel Number, Legal Property Owner’s Name, Address, Phone Number
	Scope of Work Identifying All Work Proposed Under This Permit
	Project Data: Property Type, Type of Construction, Occupancy Classification, Square Footage of Remodeled Area, Building Height, Fire Sprinkler (Yes / No), Number of Stories
	Sheet Index
	Deferred Submittal List – Truss, Sprinklers, Solar PVS...Etc.
	Site Plan: North Arrows, Scale, Setbacks, Lot Dimensions, Property Boundaries, Street Names, Building Footprint and Roofline With All Projections Dimensioned to Property Lines, Vicinity Map, New and Existing Structures, Gates, Walls, Fences, Driveways, Sidewalks, Easements, Utilities, Meter Locations, Etc.
CONSTRUCTION PLANS & DETAILS	Demolition Plan Showing Existing Portion of Structure to be Removed
	Floor Plans With Framing Details - Existing/Proposed, Dimensions, Label Each Building and Room
	Detailed Plans of the Existing Portion of the Structure Being Converted to the ADU
	Exterior Elevations (If Modified) - All Sides of the Building, Existing/Proposed, Include Materials and Mechanical Equipment
	Cross Sections/Details
	Foundation Plan With Details (If Modified)
	Roof Plan (If Modified)
	Roof Framing Plan With Details (If Modified)
	Wall Framing Plan With Details: CRC Braced Walls or CBC Shear Walls (If Modified)
	Location of Mechanical Equipment and Specifications
	Electrical Plan With Receptacles, Lighting, Panel Locations, Panel Schedules, and Single Line Diagram
	Gas Line Diagram and Calculations (If Modified)
	Energy Certificate of Compliance Forms Reproduced on Full Size Plan Sheets
Cal Green Mandatory Measures Checklist Reproduced on Full Size Sheets	
SUPPORTING DOCUMENTS	Structural Calculations Signed and Dated (If Required)
	Manufacturer Specifications and Cut Sheets
	Special Inspections Form (ST&I) Reproduced on Cover Sheet (If Required)



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
 (831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

Construction & Demolition Waste Form		
Soils Report: If Required Geotechnical Investigation Report Guidelines		
Soils Qualifier: Copy and Paste the Table Below on the Cover Sheet		
SOILS & FOUNDATION	Site / Soils / Foundation Information	
	YES	NO
	Please check the box that applies to your project site	
	<input type="checkbox"/>	<input type="checkbox"/>
	Is the project site flat?	
	<input type="checkbox"/>	<input type="checkbox"/>
	Does the existing structure have conventional spread footing foundations?	
	<input type="checkbox"/>	<input type="checkbox"/>
	Is the addition more than two stories tall or more than 1,200 square feet?	
	<input type="checkbox"/>	<input type="checkbox"/>
Does the project abut severe ascending or descending slopes exceeding 35%?		
<input type="checkbox"/>	<input type="checkbox"/>	
Does the project include a basement or retaining walls?		
<input type="checkbox"/>	<input type="checkbox"/>	
Does the project include a swimming pool?		
<input type="checkbox"/>	<input type="checkbox"/>	
Does the project include any deep foundation systems?		
<input type="checkbox"/>	<input type="checkbox"/>	
Does the site contain any known geotechnical hazards?		
<input type="checkbox"/>	<input type="checkbox"/>	
Does the existing foundation show any signs of distress?		
<i>Items checked in shaded boxes above require additional information to ensure code compliance</i>		
FEES & AGENCIES	CITY OF SALINAS FEES: Building permit fees vary based on project valuation and are approximately 10% of the project valuation. Applicant is required to pay only the plan check fee which is a percentage of the total permit fee. Planning, Fire and Engineering (PW) fees may apply, depending on the project scope of work.	
	MONTEREY ONE WATER FEES: A one-time sewer fee to mitigate additional sewer capacity may apply, applicant should contact the agency directly to obtain a fee estimate. Applicant is responsible for providing a receipt of payment or waiver from the agency prior to building permit issuance. (831) 372-2385	
	SCHOOL FEES: Applicant should contact the school district offices the project is in, to obtain a fee estimate. School fees vary by District and building square footage. Applicant is responsible for providing a receipt of payment or waiver prior to building permit issuance.	

Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate planning process. The city is required by law to enforce numerous federal, state and local construction and development regulations to ensure that your project is safe and an asset to the community.

Division Contact Information:

Planning	758-7206	currplanwebmail@ci.salinas.ca.us
Engineering	758-7251	encroachment@ci.salinas.ca.us
Fire	758-7261	fireprevention@ci.salinas.ca.us
Building	758-7251	askbuilding@ci.salinas.ca.us
Paperless Permit	758-7131	paperlesspermit@ci.salinas.ca.us