



ADU STANDARD PLAN – SUBMITTAL CHECKLIST

This handout outlines the items that an applicant or property owner must provide as part of the Pre-approved Accessory Dwelling Unit (ADU) permit submittal process. Complete the checklist and gather all required supporting documents.

Once complete, log into the POSSE online portal and upload this PDF along with any supporting documents to the associated permit before submitting the plans for plan check review.

	DESCRIPTION	USER SELECTION	NOTES
PLAN PREFERENCES	ADU Plan Type	<input type="checkbox"/> 746SF ADU <input type="checkbox"/> 800SF ADU <input type="checkbox"/> Plan A – 2 Bedroom <input type="checkbox"/> Plan B – 1 Bedroom <input type="checkbox"/> 1020SF ADU <input type="checkbox"/> 1200SF ADU	Select one plan type and one option type if applicable.
	ADU Elevation	<input type="checkbox"/> Craftsman <input type="checkbox"/> Ranch <input type="checkbox"/> Spanish	Select one elevation type.
UTILITY PREFERENCES	Fire Sprinklers	<input type="checkbox"/> Existing home is equipped with automatic fire sprinklers <input type="checkbox"/> New fire sprinklers are desired for the ADU	Select all that apply.
	Electric Service	<input type="checkbox"/> A separate electric meter is desired for the ADU <input type="checkbox"/> An electrical service upgrade is desired	Select all that apply.
	Water Service	<input type="checkbox"/> Property is served by Western Municipal <input type="checkbox"/> A separate water meter is desired for the ADU <input type="checkbox"/> A water service upgrade is desired	Select all that apply.
	Sewer Service	<input type="checkbox"/> ADU will be served by an existing or new septic system <input type="checkbox"/> A separate connection to the city sewer main is desired for the ADU <input type="checkbox"/> ADU will be connected to the existing sewer lateral	Select all that apply.



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In addition to the preferences selected above, please prepare the following items as part of your submittal documents. These items must be uploaded to the associated permit before submitting the plans for plan check review.

	ITEM	DESCRIPTION
<input type="checkbox"/>	Site Plan	A site plan must be prepared by a licensed professional or qualified designer.
<input type="checkbox"/>	Tile Sheet (T1.1)	Download the pre-approved ADU plan and ensure that all required information on sheet T1.1, to be completed by the owner, is provided.
<input type="checkbox"/>	Hold Harmless Agreement	The hold harmless agreement can be obtained from www.riversideca.gov .