Community Development Department
Building Division
9291 Old Redwood Highway
Windsor, CA 95492-0100
(707) 838-5341
townofwindsor.ca.gov

Accessory Dwelling Unit Building Permit Checklist

Plan & Construction Document Requirements
✓ All plans must be submitted electronically through the Town's eTRAKiT portal. ✓ The minimum size set of plans to be printed and provided for inspections is 11" x 17." ✓ Plans should be prepared with block lettering. Line quality & contrast must be visually distinct. ✓ Building plans must be legible and drawn to scale with the scale clearly labeled (1/4 inch = 1 foot is the most common scale; 1 inch =10 feet is the minimum scale accepted). ✓ Dimensions and notes must be printed to match 11-point font minimum. ✓ Plan sheets must include a north arrow, date prepared, and the symbols of abbreviations. ✓ Construction documents must be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the applicable CA codes, relevant laws, ordinances, rules and regulations. ✓ **Title 24 Calculations** (2 sets) are required for any increase in conditioned (heated or cooled) floor area. When required, they must be prepared by a CA licensed Architect or Energy Consultant. ✓ ADUs are required to use building materials and methods set forth in the 2025 California Wildland-Urban Interface Code Part 7. ✓ When required by State Law, construction documents must be prepared by a CA Licensed Architect or Engineer. ✓ Contact Building staff at buildingpermits@townofwindsor.ca.gov for more information.

General Information	Site / Plot Plan
✓ Address of property & assessor's parcel number (APN) ✓ Owner's name, address and phone number ✓ Name & signature, address and phone number of person preparing the plans ✓ Design professional stamps if applicable ✓ Applicable CA codes and regulations ✓ Type of Construction. (CBC Table 601) ✓ Occupancy Type(s) (CBC Chapter 3) ✓ Square footages of all structure(s) and addition(s) ✓ Overall building height ✓ Clearly show existing and proposed work and descriptions ✓ Special inspections required ✓ Sheet index showing each sheet title and number. ✓ Zoning district and existing & proposed site coverage including all primary & accessory structures	✓ The site/plot plan must show the entire lot. North arrow ✓ Lot lines, property dimensions, easements ✓ Outlines of all new and existing building(s), structure(s), and addition(s) with sizes and intended uses indicated ✓ Setback distances from front, rear & side property lines & any other required setbacks ✓ Setback distance from back of sidewalk to buildings and structures ✓ Distance between structures on the property ✓ Parking space(s), garages, carports, driveway & dimensions ✓ Adjacent street(s) with name(s) indicated, sidewalks ✓ Grades, contours, trees (location, dripline, size, species), surface drainage. Must also include code required slope of ground adjacent to the building ✓ Location and height(s) of any retaining walls on the site ✓ Underground utilities to property line, location of meters

Floor Plan
✓ A complete and dimensioned floor plan that identifies the uses of all rooms.

Exterior Elevations
✓ Elevations of all sides of the exterior of the building with vertical dimensions showing height of structure(s) from grade and finished floor. ✓ Existing and proposed exterior finishes and special finishes. Roof materials and roof pitches. ✓ Door, window, skylight, and other materials and openings; materials and configurations.

- ✓ Locations and extent of shear walls, let-in bracing, or other methods of shear transfer.
- ✓ Photos of the primary house to demonstrate architectural compatibility, for attached 66314 ADU units only.

Plumbing/Mechanical/Electrical Plan

- ✓ Location of all plumbing fixtures, water heater, & hose bibs.
- ✓ Heating/air conditioning system, furnace or heater size and location, registers, thermostats.
- ✓ Gas meter and gas outlets.
- ✓ Electrical plan showing locations of service panel (and amperage rating), grounding, subpanels, receptacles, GFCIs, AFCI's, lights, switches, smoke detectors, etc. May be shown on separate electrical plan.
- ✓ Building cross-section locations indicated with section symbols.

Foundation Plan

- ✓ Hold-downs, connections of new foundations to existing foundations.
- ✓ Any special construction required by the structure, by site conditions or by expansive soils.
- ✓ Required compressive strength of concrete.
- ✓ Crawl access openings and screened vents under raised wood floors.

Additional Considerations/Requirements

- Connection to the water and sewer service for the primary home is required. If the primary home is not connected to water and/or sewer, please contact Public Works staff at rmetcalfe@townofwindsor.ca.gov and dshannon@townofwindsor.ca.gov to determine the requirements for water and/or sewer service.
- Generally, fire sprinklers are not required for an ADU when the primary house does not have fire sprinklers. If the farthest part of the ADU is more than 150-feet from the front property line or not proximate to a fire hydrant, fire sprinklers may be required by the Fire District. For more information, contact the Fire Marshal at cforeman@sonomacountyfd.org.
- The Town's Zoning Code Section 17.22.030, Tree Preservation and Protection, protects Oak (Black, Valley, Blue, Interior Live, Coast Live, Oracle, Oregon, Chase Oaks) & California Buckeye trees 6-inches or greater in diameter, and California Bay trees 12-inches or greater in diameter. Tree diameter is measured 4.5-feet above ground level. Locating an ADU outside the dripline of these trees is recommended. If an ADU cannot be located outside the dripline of protected trees, contact the Planning Division to discuss the Arborist Report requirement Planning@townofwindsor.ca.gov.
- **Soils Report** (2 sets) may be required for buildings located on fill areas, hillsides, or high-water table areas. Soils report shall be conducted and prepared by a qualified registered engineer or a registered geotechnical engineer.
- **Structural Calculations** (2 sets) may be required for unusual, complicated, or truss-type structures and shall be prepared by a registered civil engineer, structural engineer, or architect.
  Contact the Building Division at buildingpermits@townofwindsor.ca.gov to determine whether a soils report and/or structural calculations are required.
- An ADU requires a separate address from the primary home which is assigned by the Community Development Department prior to issuance of the ADU building permit. Submit the application form to Planning@townofwindsor.ca.gov & buildingpermits@townofwindsor.ca.gov.
- Prior to issuance of an ADU building permit, the property owner is required to complete and sign the ADU Property Owner Acknowledgement form.

ADU Restrictions

- Lots containing an ADU cannot be subdivided to separate the ADU from the primary home.
- The ADU cannot be sold separately from the primary home.
- An ADU cannot be used as a short-term rental (less than 30 days).
- The restrictions that apply to ADUs are binding upon any successor in ownership of the property.