

Accessory Dwelling Units Intake Screening Checklist

Job Address: _____

OK to process by: _____ Date: _____

All permit applications to add an Accessory Dwelling Unit(s) shall be screened to ensure the items listed in the ADU Intake Screening Checklist are identified on the drawing submittal prior to filing a permit application.

This ADU Intake Screening Checklist provides a general guideline of the most common building code related topics for ADU's but may not cover all code issues.

	Code Requirements	Code Section	Notes
1.	Title Sheet: Identify property information – Address, Block/lot, number of units (E) & (N), Occupancy Classification (E) & (N), Building Height, Story Count, Construction Type		
2.	Title Sheet: Identify (E) sprinkler system and area of coverage. Identify (N) sprinkler system and area of coverage.	CBC 903; IS FS-05; IS EG-05	
3.	Title Sheet: Identify (E) manual fire alarm system and area of coverage. Identify (N) manual fire alarm system and area of coverage	SFEB 401.5; CBC907; IS EG-05	
4.	Plans: Provide existing and proposed floor plans for the entire floor area. <ul style="list-style-type: none"> • Identify use of all rooms • Identify unit number(s) 		
5.	Egress from spaces: Identify the exit path and exit travel distance from the most remote point to the exit. <ul style="list-style-type: none"> • R-2 and R-3 occupancies, one means of egress is permitted within and from individual dwelling units with a maximum occupant load of 20 where the dwelling unit is equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2 and the common path of egress travel does not exceed 125 feet. 	CBC 1006.2	
6.	Emergency Escape and Rescue: Identify the emergency escape and rescue opening and the path of travel to the public way. <ul style="list-style-type: none"> • minimum net clear opening of 5.7 square feet • minimum net clear opening height of 24 inches • net clear opening width of 20 inches • maximum height from floor of 44 inches 	CBC 1030	

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7.	Emergency Escape and Rescue: When the emergency escape and rescue route and exit route are shared to the public way, comply with Information Sheet EG-05	IS EG-05	
8.	Fire-resistance rating: Wall separating dwelling units and walls separating dwelling units from other occupancies contiguous to them shall be 1-hr rated	CBC 420	
9.	Fire-resistance rating: New units added in an existing R-2 type VB building greater than two stories where the ADU(s) occurs at the 1st floor are required to provide type VA construction to the new unit area(s) and egress path.	CBC 504.4	
10.	Fire-resistance rating: New openings within 10 feet horizontally or vertically from a fire escape and/or exterior exit stair shall be rated.	CBC 1027	
11.	Elevation Change: Change in elevation of less than 12 inches at exit passageway shall be sloped where the slope is greater than 1V:20H (5-percent slope) a ramp shall be provided in compliance with CBC1012. Where the difference in elevation is 6 inches or less, the ramp shall be equipped with either handrails or contrasting floor finish material	CBC 1003.5	
12.	Opening Protection: All doors in exit passageway and emergency escape and rescue enclosure shall be 1-hr rated, self-closing, self-latching with smoke gaskets	CBC Table 716.5	
13.	Opening Protection: Windows in exit passage way is not permitted unless specifications show fire-resistance-rated glazing assemblies tested to ASTM E119 or UL263	CBC Table 716.6	
14.	Gas and electric meters shall be relocated outside the exit passageway or protected in a 1-hour fire rated enclosure. The enclosure cabinet shall meet the requirements of Section E in PG&E's Gas Design Standard (GDS) J-15. PG&E is responsible for the design and final approval of the location for metering facilities. The enclosure cabinet shall not be placed in the minimum width or required capacity of a means of egress component (exit passageway).	PG&E's GDS J-15; IS EG-05	
15.	Identify location of trash storage. Trashcans shall not be stored in the exit passageway.	IS EG-05	
16.	Minimum ceiling heights: Occupiable spaces, habitable spaces and corridors shall have a ceiling height of not less than 7 feet 6 inches. Bathrooms, toilet rooms, kitchens, storage rooms and laundry rooms shall be permitted to have a ceiling height of not less than 7 feet. The means of egress shall have a ceiling height of not less than 7 feet 6 inches.	SFBC 1208	

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17.	Minimum room widths: Habitable spaces, other than a kitchen, shall be not less than 7 feet in any plan dimensions. Kitchens shall have a clear passageway of not less than 3 feet between counter fronts and appliances or counter fronts and walls.	SFBC 1208.1	
18.	Sleeping Area: Each new ADU shall have at least one (1) space designated as the sleeping area		
19.	Room area: Every dwelling unit shall have no less than one room that shall have not less than 120 square feet of net floor area. Other habitable rooms shall have a net floor area of not less than 70 square feet.	SFBC 1208.3	
20.	Efficiency Dwelling Units (Studio): Efficiency dwelling units shall comply with the following: (1) The unit shall be occupied by no more than two persons and having a living room of not less than 220 square feet of floor area. An additional 100 square feet of floor area shall be provided for each occupant of such unit in excess of two. (2) The unit shall be provided with a separate closet. (3) The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a clear working space of not less than 30 inches in front. (4) The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.	SFBC 1208.4	
21.	Natural light: The minimum net glazed area shall be not less than 8% of the floor area of the room served. Natural Ventilation: (4% of floor area) or a mechanical system for all habitable rooms. <ul style="list-style-type: none"> Courts more than two stories in height shall be provided with air intake at the bottom. 	CBC 1205; CBC 1203	
22.	Structural: Scope of work that involves removal/ relocation/ alteration to the building's gravity load carrying elements and/or seismic resisting elements shall include structural drawings and calculations.	IS G-11	
23.	Soft Story or AB094: Buildings that are under the Soft Story Ordinance or are performing a Voluntary Seismic Upgrade shall provide reference approved structural drawings		
24.	Mechanical: California Energy Code Title-24 energy compliance forms on full size plans		
25.	Mechanical: Completed and signed SFDBI AB-093 GS-5 Green Building form https://sfdbi.org/forms-handouts (for forms and handouts) and https://sfdbi.org/file/14289 (for GS-5 form).		
26.	Mechanical: Completed and signed SFDBI Energy Inspection forms (Information Sheet M-03 for low-rise residential, M-04 for high-rise residential) https://sfdbi.org/information-sheets . Provide three copies, minimum 11x17		

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27.	Comments:		