

Your Pathway to a Completed ADU

Find ADU bulletins and checklists: www.sanjoseca.gov/buildingbulletins
General ADU information: www.sanjoseca.gov/ADUs



1. Make a Sketch

On a 8.5 X 11 sheet, show your property boundaries and the rough placement and size of:

- Existing house
- All structures (detached garage, gazebo, etc.)
- Proposed ADU

Learn about setbacks and allowed ADU size on the [ADU Universal Checklist](#).

See example sketch at www.sanjoseca.gov/Home/ShowDocument?id=15655.



2. Get a Planner's Advice

Bring your sketch and a completed ADU Universal Checklist to the Permit Center planning counter — see instructions at www.sanjoseca.gov/ADUs. A planner will advise you on how the zoning ordinance apply to your proposed ADU.



3. Hire Experienced Professionals

We advise that you hire a designer, licensed architect, or engineer to design the ADU and a licensed contractor to build it; some companies provide both or provide prefabricated units. Whoever draws the ADU plans must read [Bulletin 211 ADU Building Plan Requirements](#).



4. Prepare Submittal Package

Your submittal package must include:

- Plans per [Bulletin 211 ADU Plan Requirements](#)
- [Form 302 Address Assignment Request*](#)
- [Form 310 Building Permit Application](#)
- [Form 312 ADU Property Owner Declaration](#)
- Hydrant Flow Letter (from water company)
- [Bulletin 213 Inspection Checklist for ADUs**](#)

See the [ADU Universal Checklist](#) for more information.

* Form is required 2 weeks before scheduled Express Plan Review appointment.

** Form must be filled out for scheduled Express Plan Review appointment.



6. Submit Package & Pay

Bring all required documents to your appointment and be ready to pay your plan check fees.

- Make check payable to "City of San José",
- Pay with credit card at the City Hall Cashier, or
- Pay online at www.sjpermits.org



5. Schedule Submittal Appointment

An appointment is required.

- Call 408-535-3555 to schedule a Regular Plan Submittal appointment for any business day except Tuesdays.
- Email ADU.Ally@sanjoseca.gov to schedule a Regular Plan Submittal or an Express Plan Review appointment for Tuesdays only.

TIP: Submitting complete, accurate plans is the key to getting your building permit as quickly as possible.



7. Permit Issued

A "Permit Pass" will be sent to your email address. You can then pick up your permit at the Development Services Permit Center and pay your permit fees.



8. Construct the ADU

The ADU builder should read [Bulletin 213 Inspection Checklist for ADUs](#) for tips on how to avoid costly common construction mistakes.



9. Schedule and Pass Inspection

Call the Development Services Call Center at 408-535-3555 to schedule an inspection.

Be ready to provide a completed [Bulletin 213 Inspection Checklist for ADUs](#) to the Building Inspector at first inspection.



Done!

Your ADU is ready for occupancy after you've passed final inspection.

ADU Universal Checklist

Are you thinking about building an Accessory Dwelling Unit (ADU)? This checklist will help ensure that your idea for an ADU aligns with the City’s Zoning Code, and will help you prepare for building permit requirements. Homeowners, designers, and construction professionals should all understand how the items in this checklist may affect the ADU design and requirements, before creating any building plans.

Need help?

- To find your property designations, visit www.sjpermits.org and tap “Permits & Property Information”; enter your address; and on the next screen, click on your property and select “Property Information.” A list of designations will appear.
- If you need further help, contact the ADU Ally at adu.ally@sanjoseca.gov or 408-793-5302.

Learn more about ADUs: www.sanjoseca.gov/ADUs

QUESTION	YES	NO						
SECTION A. PROPERTIES THAT QUALIFY								
<p>1. Zoning. Is the property in a residential zone that begins with R-1, R-2, R-M, or PD? Or, regardless of zoning, is the property in one of the following General Plan designations:</p> <ul style="list-style-type: none"> - Residential Neighborhood or Mixed-Use Neighborhood or Mixed-Use Commercial - Urban Residential or Transit Residential or Rural Residential - Downtown or Urban Village <p>Find zoning designation: www.sjpermits.org Find General Plan designation: www.sanjoseca.gov/GPdesignation Questions on PD zones: Speak with a Planner at 408-535-3555 to learn about unique PD zones.</p> <p>> Outcome: If no, an ADU is not allowed. If yes, see the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Property Type</th> <th>Qualifying Units</th> </tr> </thead> <tbody> <tr> <td>Single-family</td> <td>Subject to standards, one ADU and one JADU may be allowed -- see definitions, pages 2-4.</td> </tr> <tr> <td>Duplex or Multifamily</td> <td>Subject to standards (pages 2-4), two detached ADUs may be allowed. For a duplex, one attached ADU may also be allowed. For multifamily lots, a number of attached ADUs equivalent to up to 25% of existing units may also be allowed (for example, a building with 12 units may qualify for 3 attached ADUs).</td> </tr> </tbody> </table>	Property Type	Qualifying Units	Single-family	Subject to standards, one ADU and one JADU may be allowed -- see definitions, pages 2-4.	Duplex or Multifamily	Subject to standards (pages 2-4), two detached ADUs may be allowed. For a duplex, one attached ADU may also be allowed. For multifamily lots, a number of attached ADUs equivalent to up to 25% of existing units may also be allowed (for example, a building with 12 units may qualify for 3 attached ADUs).		
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SECTION B. PROPERTY DESIGNATIONS								
<p>2. Easements. Does the property have a dedicated easement? Easements are described in the title report that came with the purchase of your home. Contact a title company if you need to obtain a report. Tract and parcel maps may show easements, but may be less accurate than a title report. Find these maps at the County Surveyor Record Index tool at http://bit.ly/2ZhGjXc.</p> <p>> Outcome: If yes, you must comply with the requirements of the easements, which may include no construction allowed within the easement area.</p>								
<p>3. Historic Designation. Is the property located in a Historic District identified on the California Register of Historic Resources? Find historic designations: www.sanjoseca.gov/HistoricResourcesInventory.</p> <p>> Outcome: If yes, simplified design standards will apply. Please speak with a Planner at 408-535-3555.</p>								
<p>4. Geohazard Zone. Is the property in a designated “geohazard” or “landslide” zone? Find designations: www.sjpermits.org</p> <p>> Outcome: If yes, you will need a Geologic Hazard Clearance. Call Public Works at 408-535-7802 or email pwgeneralinfo@sanjoseca.gov</p>								
<p>5. Flood Zones. Is the property in Flood Zones A, AE, AH, or AO? <i>Properties in D or X zones are excluded from these requirements.</i></p> <p>Find designation: www.sjpermits.org Questions: Call 408-535-7803 or email floodzoneinfo@sanjoseca.gov</p> <p>> Outcome: If yes, see flood zone design requirements in Bulletin #211-ADU Plan Requirements, found at www.sanjoseca.gov/home/showdocument?id=39040</p>								

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SECTION C. DEVELOPMENT STANDARDS - Per Municipal Code Section 20.30.150: <http://bit.ly/33Knz6c>

A great way to ensure your proposed ADU complies with the Zoning Code Development Standards is to meet with a City Planner. This free consultation can help you avoid designing plans that will NOT be approved. Come to the Permit Center and bring a completed Universal Checklist and a rough sketch of your property showing dimensions and the location of the main home and location of the proposed ADU. See full instructions for this consultation at www.sanjoseca.gov/ADUs.

QUESTION **YES** **NO**

6. Location. Is your proposed ADU located as follows?

Property Type	Location Requirements
Single-Family	<p>Attached ADU: Must share a wall with main residence OR share a roof structure with main residence and be separated by no more than 10 feet. For an attached ADU in the front yard, the front door cannot be on same street-facing façade as that of the primary residence, with some exceptions (learn more by speaking with a Planner at 408-535-3555).</p> <p>Detached ADU: Must be in the rear yard or 45 feet from the front property line. Must have a minimum 6-foot separation from the main dwelling unit. May be a converted detached garage or accessory building OR may be built attached to a detached garage or accessory building.</p> <p>Junior Accessory Dwelling Unit (JADU): Must locate entirely within the main home’s existing footprint. You may have a JADU and a detached ADU. Both a JADU and attached ADU are not allowed.</p>
Duplex or Multifamily	<p>Attached ADU: Location is limited to a conversion of existing non-livable space, such as converting an attic, basement, garage, storage room, boiler room, or passageway.</p> <p>Detached ADU: Must be in the rear yard or 45 feet from the front property line, with a minimum 6-foot separation from the main building. The ADU may be a conversion of a detached garage or accessory building, or attached to a detached garage or accessory building.</p> <p>JADU: Not allowed.</p>

> **Outcome:** If yes, your planned location for the ADU is in compliance. If no, your plans will not be approved.

7. Size. Is the size of the proposed ADU within the maximum limits as shown in the tables below AND does the proposed size account for the Rear Yard Coverage Limitation?

SINGLE-FAMILY LOTS	
Lot Size	Maximum Floor Area Allowed
Up to 9,000 sf	Detached ADU: 1,000 sf maximum
	Attached ADU: Size can be up to 800 sf OR up to 50% of the primary residence area without exceeding 1,000 sf. Example: For an 1,800 sf home, a 900 sf attached ADU is allowed.
9,000 sf and greater	Detached ADU: 1,200 sf maximum
	Attached ADU: Size can be up to 800 sf OR up to 50% of the primary residence area without exceeding 1,200 sf. Example: For an 2,400 sf home, a 1,200 sf attached ADU is allowed.
Any lot with a JADU	JADU: 500 sf maximum
	Detached ADU: 800 sf maximum
	Attached ADU: not allowed with a JADU

DUPLEX & MULTIFAMILY LOTS	
Lot Size	Maximum Floor Area Allowed
Any lot size	Detached ADU: 800 sf maximum
	Attached ADU: 800 sf maximum
	JADU: not allowed

How to calculate allowable square footage (sf):
The square footage of all living areas (existing or proposed) connected by a door or other opening counts toward the total allowable square footage of the ADU.

Rear Yard Coverage Limitation. The rear yard is the area that extends from the rear lot line to the rear of the main home across the full width of the lot. The cumulative coverage of the rear yard by structures — including coverage by the ADU, accessory buildings, sheds, gazebos, or other structures — may not exceed 40% of the rear yard or 800 sq.ft., whichever is greater. Does your project comply with this rule?

> **Outcome:** If yes, your ADU size is in compliance. If no, your plans will not be approved.

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QUESTION	YES	NO												
<p>8. Setbacks. Does your proposed ADU comply with these rules for setbacks?</p> <table border="1" data-bbox="168 205 1409 747"> <thead> <tr> <th data-bbox="168 205 370 233">Property Type</th> <th data-bbox="375 205 1409 233">Location Requirements</th> </tr> </thead> <tbody> <tr> <td data-bbox="168 239 370 415">Single-family</td> <td data-bbox="375 239 1409 415"> Attached ADU: Same setback requirements as apply to the main dwelling unit. Detached ADU: - Must be set back 45 feet minimum from front property line. - Rear/side setbacks less than 3 feet may be subject to fire mitigation measures, see p. 4. - A second story OR new ADU with greater than 40% rear yard coverage must be set back 4 feet from both rear and side property lines. </td> </tr> <tr> <td data-bbox="168 422 370 598">Duplex or Multifamily</td> <td data-bbox="375 422 1409 598"> Attached ADU: Setbacks not applicable as the attached ADU is limited to a conversion of existing non-livable space. Detached ADU: - Must be in the rear yard or 45 feet from the front property line. - Rear/side setbacks: Minimum 4 feet, allows for up to 1-foot projection for eaves - A second story must be set back 4 feet from both rear and side property lines. </td> </tr> <tr> <td data-bbox="168 604 370 632">Corner lots</td> <td data-bbox="375 604 1409 632">A 10-foot setback is required on the street side.</td> </tr> <tr> <td data-bbox="168 638 797 674">Lots ½ acre or greater along riparian corridors</td> <td data-bbox="802 638 1409 674">Minimum 100-foot setback required.</td> </tr> <tr> <td data-bbox="168 680 797 747">Decks, unenclosed entry landings, and second-story balconies</td> <td data-bbox="802 680 1409 747">Minimum 15-foot rear/side setback required. May not locate along building walls nearest to rear and side property lines.</td> </tr> </tbody> </table> <p>> Outcome: If yes, the setbacks for your ADU are in compliance. If no, your plans will not be approved.</p>	Property Type	Location Requirements	Single-family	Attached ADU: Same setback requirements as apply to the main dwelling unit. Detached ADU: - Must be set back 45 feet minimum from front property line. - Rear/side setbacks less than 3 feet may be subject to fire mitigation measures, see p. 4. - A second story OR new ADU with greater than 40% rear yard coverage must be set back 4 feet from both rear and side property lines.	Duplex or Multifamily	Attached ADU: Setbacks not applicable as the attached ADU is limited to a conversion of existing non-livable space. Detached ADU: - Must be in the rear yard or 45 feet from the front property line. - Rear/side setbacks: Minimum 4 feet, allows for up to 1-foot projection for eaves - A second story must be set back 4 feet from both rear and side property lines.	Corner lots	A 10-foot setback is required on the street side.	Lots ½ acre or greater along riparian corridors	Minimum 100-foot setback required.	Decks, unenclosed entry landings, and second-story balconies	Minimum 15-foot rear/side setback required. May not locate along building walls nearest to rear and side property lines.		
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Duplex or Multifamily	Attached ADU: Limited to a conversion of existing non-livable space and must maintain existing height. Detached ADU: 16 feet maximum per state law													
<p>10. Sleeping Area. Up to two bedrooms are allowed, and the maximum bedroom size is 400 sf. Does the sleeping area or bedroom/s planned for the ADU or JADU comply with these standards?</p> <p>> Outcome: If yes, your layout for the sleeping area is allowed. If no, your plans will not be approved</p>														
<p>11. Kitchen, Bathroom, Storage. Does your proposed ADU or JADU comply with these rules?</p> <p>Kitchen - ADUs must have a sink, food preparation counter, storage, cabinets, and permanent cooking facilities such as a range or cooktop and oven. JADUs may have the same OR a small efficiency kitchen with plug-in appliances.</p> <p>Bathroom/s - For ADUs, up to two bathrooms are allowed, requiring a sink, toilet, and shower and/or bath facilities. For JADUs, sharing the bathroom with the main residence is allowed or one bathroom or a half bathroom is allowed.</p> <p>Storage - A closet or other enclosed storage area cannot exceed 60 sq. ft.</p> <p>> Outcome: If yes, your design is in compliance. If no, your plans will not be approved.</p>														
<p>12. Second Story Window Sill Height. Sill height for any openings must be a minimum 5 feet from the floor for walls nearest to rear and side property lines. Does your project comply with this rule?</p> <p>> Outcome: If yes, this window design is allowed. If no, the plans will not be approved.</p>														
<p>13. Parking Requirements. Does your proposed ADU either provide a parking space OR qualify for an exemption?</p> <p>Exemptions: Many ADUs qualify for a parking exemption in accordance with state law. Please see the Parking Requirements page at www.sanjoseca.gov/ADUs for a list of the exemption criteria.</p> <p>Parking space location: If you are required to provide a parking space, it must be located on a surface free of mud or dust. It may be located within the front and side setbacks of the property, with a minimum driveway length of 18 feet.</p> <p>Parking requirements after a garage conversion: If you converted a garage to an ADU, replacement parking for the main home is no longer required.</p> <p>> Outcome: If yes, your proposed project is in compliance. If no, your plans will not be approved.</p>														

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SECTION D. FIRE SAFETY & EMERGENCY ACCESS		
<p>Your ADU project will be reviewed for compliance with the California Fire Code (CFC) so that projects are built for safety and ease of access during an emergency. For questions relating to fire requirements and safety, call the City’s Fire Prevention Bureau: 408-535-7750</p>		
QUESTION	YES	NO
<p>14. Fire sprinklers. Is the primary residence protected by fire sprinklers? > Outcome: If yes, the ADU must have a fire sprinkler system.</p>		
<p>15. Fire sprinklers and attached ADUs. Is the project an attached ADU greater than 500 square feet AND does the overall gross floor area with the main unit exceed 3,600 square feet? > Outcome: If yes, the entire house and ADU are required to be protected with a fire sprinkler system.</p>		
<p>16. ADU Address. Does the ADU have its own address and is the address visible and legible from the street? Premises Identification guidelines: www.sanjoseca.gov/Home/ShowDocument?id=9323. On the Site Plan for plan submittal, show the address location on the primary dwelling unit and on the ADU. > Outcome: If no, please complete Form #302, found at: www.sanjoseca.gov/home/showdocument?id=25943</p>		
<p>17. ADU Access. Is the distance from the street curb of the lot to all portions of the proposed ADU no greater than 200 feet as measured along a minimum 3-foot clear path to all sides of the ADU? On the Site Plan for plan submittal, show the distance along the minimum 3-foot clear path from the front property line to the ADU’s farthest exterior side or projection, whichever is farthest. > Outcome: If no, your project may require a Fire Variance that entails additional safety measures. Call 408-535-7750 for direction. Find the Variance application at: www.sanjoseca.gov/Home/ShowDocument?id=9343</p>		
<p>18. Hydrant Proximity. Are all exterior walls of the ADU within 600 feet of a fire hydrant? On the Site Plan Vicinity Map for plan submittal, mark one or more locations of fire hydrants closest to the project. Indicate the distance from the hydrant/s to the farthest exterior wall of the ADU, using the minimum 3-foot clear path of travel. > Outcome: If no, your project may require a Fire Variance that entails additional safety measures. Call 408-535-7750 for direction. Find the Variance application at: www.sanjoseca.gov/Home/ShowDocument?id=9343</p>		
<p>19. Hydrant Water Flow. Is a minimum flow of 1,000 gpm at 20 psi available from the closest hydrant? You must submit a letter from your Water Company that contains this water flow data with your building permit application. Instructions for contacting your Water Company are at www.sanjoseca.gov/ADUs on the Fire Requirements webpage. > Outcome: If the flow is other than 1,000 gpm at 20 psi, Fire staff will review flow data and will evaluate if additional fire safety measures are required.</p>		
SECTION E. MISCELLANEOUS		
<p>20. Tree Removal. Will constructing an ADU require removal of an ordinance-size or heritage tree? > Outcome: If yes, please see the City’s rules for removing trees: www.sanjoseca.gov/treepermit</p>		

ADU ALLY - HERE TO HELP YOU

Our ADU Ally is a staff member that’s here to:

- Answer your questions
- Connect you to other staff who may be of assistance
- Schedule your appointment for ADU plan submittal and review

Email: adu.ally@sanjoseca.gov

Phone: 408-793-5302

ADU Building Plan Requirements

This bulletin outlines the required content to be included in the building plans for an accessory dwelling unit (ADU), as well as the appropriate formatting and packaging of the plans and forms for a submittal to the City. For more information about ADUs and the permitting process, please visit www.sanjoseca.gov/ADUs.

BEFORE YOU BEGIN YOUR PLANS

Before creating your building plans, be sure you understand:

- What the Zoning Code allows on the property;
- Whether the project requires a Planning Permit, Geologic Hazard Clearance, or Fire Variance; and
- Whether the project is subject to flood zone design requirements.

The [ADU Universal Checklist](http://www.sanjoseca.gov/ADUs) at www.sanjoseca.gov/ADUs will help you assess the above considerations.

PUTTING TOGETHER A PLAN SUBMITTAL PACKAGE

Your plan submittal package must include the following:

A. Fee Payment

Fee payment is due at time of submittal. Fees are outlined at www.sanjoseca.gov/BuildingFees.

- Pay online: Go to www.sjpermits.org. Please set up your account at sjpermits before you arrive.
- Pay by check: Make check payable to the City of San Jose.

For a free estimate of fees, please use the [Permit Cost Estimate Worksheet](http://www.sanjoseca.gov/BuildingApplications) at www.sanjoseca.gov/BuildingApplications.

B. Forms and Information - Required with all ADU applications:

Find forms at www.sanjoseca.gov/BuildingApplications.

- Form 310-Building Permit Application
- Form 312-ADU Property Owner Declaration
- Water Company letter, as instructed on the Fire Requirements webpage at www.sanjoseca.gov/ADUs.

As identified by working through the [ADU Universal Checklist](http://www.sanjoseca.gov/ADUs), additional forms may be needed for some projects, but these are processed by staff in the respective Planning, Public Works, and Fire Department divisions; they do not need to be included with the Plan Submittal Package. If your project does require additional forms, they can be processed concurrently with your building permit submittal to save time.

C. Plans

Creating building plans for an ADU involves technical building codes and drawings, and homeowners are advised to hire a professional architect, designer, or draftsperson to draw these plans. This document outlines the content of building plans for a typical ADU.

Submit 3 sets of Building Plans. Use the following format:

- Minimum sheet size: 18X24 inches
- Signature of plan preparer on each sheet.
- Documents prepared by an architect must bear his/her stamp with renewal date written or date printed over the stamp.
- Documents prepared by an engineer must bear his/her stamp or seal and wet signature with date on at least the Cover Sheet, Title Sheet, or Signature Sheet

*continued***D. Calculations if Required**

Submit 2 sets of calculations and include:

- 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
 - Title 24 Energy - Mandatory Measures of Performance Analysis Summary

SUBMITTING THE PACKAGE

There are service options for submitting plans, including Regular Plan Submittal and ADU Tuesdays Express. Please see www.sanjoseca.gov/ADUs for information on service options.

When your submittal package (fee payment, forms, and plans) is ready, you or your representative must submit them in person at the Permit Center. Learn about who can apply and how to authorize a representative on [Bulletin #200-How to Get a Building Permit](#), found at www.sanjoseca.gov/buildingbulletins.

In all cases, submitting accurate, complete plans and forms is important to saving time on for your project. City staff will return incomplete or inaccurate plans for further information before they begin a review.

CONTENT FOR TYPICAL ADU PLANS

**SYMBOLS
ABBREVIATIONS**

sf square feet
" inches
' feet

A-1 COVER SHEET REQUIRED	
1.	Preparer’s Name, Title and Registration (if applicable), Address, Phone Number
2.	Project Name, Address, Assessor Parcel Number; Property Owner’s Name, Address, Phone Number
3.	Scope of Work identifying all work proposed under this permit
4.	Occupancy Group Classification/s (e.g., R3 and U) and Type of Construction (e.g., Type VB)
5.	Gross Area Per Floor and Building Height
6.	Index of Drawings/Plans and show Scale used for drawings and details
7.	Applicable Codes and Editions e.g., CBC, CRC, CEC, CMC, CPC & California Building Energy Efficiency Standards
A-2 SITE PLAN REQUIRED - DRAW TO SCALE AND INCLUDE:	
8.	Show full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, and Street Name/s.
9.	Show footprint of Primary Dwelling and Roof Line with all projections and dimensions to property lines.
10.	Show recorded Easements, if any, and Visible Utilities, such as meters for electric, gas, and water.
11.	Show location of any existing and proposed Retaining Walls or Accessory Structures.
12.	Show footprint of Proposed ADU and Roof Line with all projections and dimensions to property lines.
13.	Show distance along a minimum 3’ clear path from first story of ADU to front property line. Show that the minimum 3’ clear path surrounds the ADU, as measured from farthest extending ADU projection, such as eaves, to the property line. CFC 503.1.1
14.	Show a small Vicinity Map, with North Arrow and Scale. Mark one or more locations of fire hydrants closest to the project. Indicate distance from closest hydrant to the farthest ADU exterior wall using 3’ clear path of travel. CFC 507.5.1, SJ ORDINANCE 29807 SECTION 17.12.440
15.	Mark on the Primary Dwelling where the ADU address will be located. The Fire Department requires the address to be visible and legible from the street fronting the property.
A-3 ARCHITECTURAL AND STRUCTURAL PLANS REQUIRED	
16.	Foundation and Structural Floor Framing plans
17.	Existing and New Architectural Floor plans including adjoining rooms
18.	Demolition Plan if a structure or portion of a structure is to be removed
19.	Exterior Elevations. For properties in flood zones A, AE, AH, or AO, please also include this information on the elevations:
	<input type="checkbox"/> Specify and delineate the height of the floodplain on the building elevations.
	<input type="checkbox"/> Show the lowest floor elevation above grade.
	<input type="checkbox"/> Show flood vent calculations on exterior elevation and foundation sheets.
	<input type="checkbox"/> Show location and height of all machinery and equipment.
20.	Structural Material Specifications
21.	Structural and Architectural Details
22.	Typical Cross Sections in each direction
23.	Shear Wall and Holdown Plan including table of wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns, and bolts

A-4 ROOF FRAMING AND TRUSS PLANS REQUIRED EXCEPT FOR ADU CONVERSIONS

24. Roof Framing Plan - Show truss layout. Specify collector load. Show support for girder trusses.
25. Truss Plan - Reviewed and stamped approved by responsible design professional. Show all truss calculations and details. Calculations and details not transferred to the plans must be stamped and signed by an engineer or architect licensed by the State of California.
26. Detail Sheet - Show all truss splices, connections, plate sizes and hangers. Specify the truss manufacturer and truss identification numbers. Provide truss framing key plan that matches the room framing plans with all types of trusses identified on the plan. (CRC R802.10)
Note: No deferred submittal of truss calculations/drawings is allowed.
27. Show all trusses including gable bracing and bridging.

A-5 MECHANICAL, PLUMBING AND ELECTRICAL COMPONENTS REQUIRED

28. Location of HVAC equipment and size, noting BTU/HR output
29. Locations of plumbing fixtures, listing all required dimensions
30. Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels and main panels

A-6 GRADING PLAN AS APPLICABLE

31. Show and specify that the finish grade around the structure shall slope away from the foundation at a minimum of 5% for at least 10 feet from the structure. CBC 1804.3
32. On graded sites, the top of any exterior foundation shall extend a minimum of 12 inches plus 2% above the elevation of the street gutter at a point of discharge (or the inlet of an approved drainage device).

A-7 DETAIL SHEETS AS APPLICABLE. ALL DETAILS AND SECTIONS SHOULD CROSS REFERENCE.

33. Window Schedule detailing egress, safety glazing, and any skylight-approved listing numbers
34. Door Schedule listing sizes and types
35. Flashing: Vertical and Vertical-to-Horizontal Junctures of Materials
36. Footing, Piers and Grade Beams: Detail all post-to-beam, post-to-footing and beam-to-beam connections or call out approved metal connectors.
37. Post and Girder Connections
38. Roof: Eaves, Overhangs, Rakes and Gables
- Dimension eave projections and their distance to property line. Verify that they conform to the limitations prescribed under CRC Section R302 and Tables R302.1(1) for non-sprinklered dwellings or Table R302.1(2) for sprinklered dwellings. See footnote in building codes for exceptions. Provide construction details for 1-hour fire protected eaves where they occur.
 - The projection of sills, eaves, belt courses, cornices, canopies and other architectural features can extend no further than 2 feet into the air space in any setback area. SJMC 20.30.400
39. Floor Changes such as wood-to-concrete flashing details
40. Handrails, Guardrails and Support Details
41. Structural Wall Sections with Details at Foundation, Floor and Roof Levels. Include a detailed exterior wall section showing a weather-resistant exterior wall envelope. Specify the construction including type of materials, thickness, sizes, spacings, etc. per CRC R703.
42. Stairway Rise and Run, Framing, Attachment and Dimensions of Members
43. Shear Transfer Details and Holdown Bolt Details

DESIGN CONSIDERATIONS AND SPECIFICATIONS

AS MAY BE APPLICABLE TO YOUR PROJECT

ATTACHED ADUS ONLY REQUIRED

1. Specify the 1-hour fire rated construction at wall and floors separating dwelling units. CRC R302.3
2. Specify how noise attenuation will be provided between dwelling units. CBC 1207, 1207.3, AND CRC APPENDIX K

BATHROOM REQUIRED

3. Show location of mechanical vent to control humidity. Window operation is not a permissible method of providing humidity control in a bathroom. CMC CHAPTER 4, CRC R303.3.1
4. Clear space around a toilet shall measure a minimum 15" from centerline of toilet to wall or barrier on each side, and a minimum 24" in front of the toilet. CPC 402.5
5. Shower pan dimensions must be a minimum area of 1024 sq. inches and a minimum finish dimension of 30" in any direction. CPC 408.6
6. Shower doors shall open with a minimum 22" unobstructed opening for egress. CPC 408.5

DOORS, STAIRWAYS, LANDINGS, AND GUARDRAILS AS APPLICABLE

7. To provide opening protection between the dwelling and an attached garage, show one of the following measures. Note that doors shall be self-closing and self-latching. CRC R302.5.1
 - Solid wood doors not less than 1-3/8" thick;
 - Solid or honeycombed core steel doors not less than 1-3/8" thick; or
 - A 20-minute fire rated door
8. A landing or floor is required on each side of each exterior door. The landing width shall be equal or greater than the door width and 36" minimum in depth. Landings at required egress doors shall be no more than 1-1/2" lower than the top of the threshold. Exception: A door may open at a landing that is not more than 7-3/4" lower than the floor level if the door does not swing over the landing. CRC R311.3.1 AND R311.3.2
9. Show and specify structural framing details for landings, stairs and their supports per CRC R311.7.
 - Specify rise (maximum 7-3/4") and run (minimum 10") from nosing to nosing. Where tread depth is less than 11", a nosing of 3/4" minimum to 1-1/4" maximum is required.
 - Stairways shall have a minimum headroom clearance of 6'-8".
 - Locate handrails 34" minimum and 38" maximum from plane parallel to line at face of treads; return handrails to the wall or terminate at newel post.
 - Landings top and bottom of each stairway shall have a width perpendicular to the direction of travel no less than the width of the flight served and a depth in the direction of travel not less than 36 inches.
 - For interior stairs, use 1/2" gypsum board to protect walls and soffits on the enclosed side (e.g. closet, pantry, powder room, etc.) CRC R302.7
10. Guard Rails. Provide 42" minimum high guard rails at balconies and porches greater than 30" above finished grade, which is measured as much as 3 feet out. Specify distance between balustrade so that a 4-inch sphere cannot pass through. Provide structural details and calculations per CRC R312.

FIRE PREVENTION SPECIFICATIONS REQUIRED

11. Show and specify smoke alarms in the following locations CRC R314:
 - In each sleeping room
 - Outside each separate sleeping area in the immediate vicinity of the bedrooms
 - On every occupiable level of the dwelling including basements and habitable attics
 - In the bedroom where a fuel-burning appliance is located within it or its attached bathroom
12. Show and specify carbon monoxide alarms in the following locations CRC R315:
 - Outside each separate sleeping area in the immediate vicinity of the bedrooms
 - On every level of the dwelling including basements
13. All structural elements supporting the floor/ceiling assemblies used as a fire-rated separation shall have 1/2" gypsum board protection. CRC TABLE R302.6
14. Provide fire-blocking to cut off all concealed draft openings (vertical and horizontal) to form an effective fire barrier between stories and between a top story and the roof space. CRC R302.11
15. All new and existing fireplaces shall comply with City of San Jose Fireplace Ordinance Policy on Wood Burning Appliances. Specify the make and model number on the plans. If specifying a prefabricated fireplace, show approved listing number.
16. For complete rebuilds OR additions ≥ 500 sf that result in a total building area $\geq 3,600$ sf, provide an automatic fire sprinkler system to protect the entire house and ADU, designed per NFPA 13D with San Jose amendments.

FLOOD ZONE DESIGN REQUIREMENTS APPLIES ONLY TO FLOOD ZONES A, AE, AH, AND AO, AS SHOWN ON FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) MAPS. FIND YOUR FLOOD ZONE DESIGNATION AT WWW.SJPERMITS.ORG.

For help, please contact floodzoneinfo@sanjoseca.gov or 408-535-7803.

For ADUs proposed in the above flood zones, design requirements #17-23 apply to:

- ADU as detached new residential structure.
- ADU as part of "substantial improvement/substantial damage" to an existing residential structure, that was built or relocated before 1982, with a value greater than or equal to 50% of the existing structure's value.*
- Note: An ADU addition or conversion to an existing residential structure that was built or relocated after 1982 must comply with the floodplain requirement in effect that the time of original construction.

* Any improvements, including an addition or attached ADU, or any damage repairs, such as reconstruction or rehabilitation, to a structure occurring within a five-year period with a cumulative cost equal to or exceeding 50% of the structure's market value — as assessed before the damage or initial improvement is started — is considered to have "substantial improvement/substantial damage" status, and must comply with the flood zone design requirements. Municipal Code Chapter 17.08 and 2016 CRC Section R322

For an attached ADU that is an "improvement" and the cumulative costs are less than 50% of the structure's market value, the requirements do not apply, and Public Works staff will provide a "Non-Substantial Improvement Certification."

Cost estimates - Acceptable methods for estimating the cost of improvements:

- Itemized estimate from a licensed contractor or other professional estimator in the construction industry.

Market value estimates - Acceptable methods for estimating the market value of the structure:

- Detailed estimate of the structure's Actual Cash Value, as determined by City staff;
- Appraisal by an independent professional appraiser; or
- Santa Clara County Tax Assessor's improvement value estimate from RealQuest, excluding land value (only as a screening tool).

17. Elevate the lowest floor, including a basement, above the flood elevation shown on the FEMA flood map, plus 1 additional foot.
18. Elevate all building support utility systems, such as furnace, water heaters, and air conditioning condensers, above the flood elevation shown on the FEMA flood map, plus 1 additional foot, OR protect from flood damage.
19. Submit an Elevation Certificate (FEMA Form 086-0-33) to Public Works for each structure based on construction drawings. Certificate form: https://www.fema.gov/media-library/assets/documents/160
20. Provide vent openings at approved locations for all enclosures below the flood elevation, such as attached garages or crawlspaces, certified by a registered engineer, OR meet both of the following requirements:
<input type="checkbox"/> Minimum of 2 vents with total area of not less than one square inch per one square foot of enclosed area, on at least 2 exterior walls;
<input type="checkbox"/> Vent openings must be within the floodplain with the bottom of all openings no higher than 1 foot above adjacent grade.
21. Fill in any existing basement to the level of the existing crawlspace or the lowest adjacent grade (full basements).
22. Construction materials used below the flood elevation must be resistant to flood damage.
23. Additional requirements apply to properties in the following areas:
Alviso - Areas designated Flood Zone AE, Elevation 12.00 feet NAVD88 <ul style="list-style-type: none">▪ Ground floor may only have parking, storage and access uses. Living space on next higher floor.▪ Electrical switches and receptacles on the ground floor designed per Building Division requirements.
FEMA-designated regulatory floodway <ul style="list-style-type: none">▪ Submit to Public Works a certification, from a qualified registered professional engineer, that the project will not affect flood heights with supporting hydrologic and hydraulic analyses.
Near or within a Santa Clara Valley Water District waterbody, facility, or easement <ul style="list-style-type: none">▪ Perform separate Streamside Review and, if applicable, obtain review and separate approval from Valley Water; visit www.valleywater.org.

FOUNDATION, BEARING AND STEM WALLS, SLAB FLOORS, AND SOILS REPORT REQUIRED

24. Dimension continuous exterior and all interior bearing wall foundations.
- Specify minimum depth of footing in undisturbed natural soil. CRC R403.1.4
 - Specify minimum height above finished grade. CRC R317.1 & R404.1.6
 - Specify bearing width. CRC Table 403.1
 - Specify minimum stem wall width and footing thickness. CRC R404.1.4.2
25. Provide capillary break for slab-on-grade floors in conformance with CRC 506.2.3 and CALGreen 4.505: A 4-inch thick base of 1/2" or larger clean aggregate shall be provided with a 6 mil polyethylene or approved vapor retarder (lapped 6 inches minimum at edges), in direct contact with the concrete.
26. Specify the report number (e.g., ICC or IAPMO), name of manufacturer, size and minimum embedment of expansion anchors, epoxy anchors, or powder-driven pins. Show and specify the required edge and end distances, and spacing between fasteners. CRC R403.1.6 & R403.1.6.1.
- Provide calculation for epoxy holdown per ACI appendix D and dimension the side distance on the detail/s to accurately reflect the distance used in the calculation.
27. Provide a site specific soils report or specify how the project's foundation is designed using presumptive load-bearing values. Specify minimum soil compaction requirements on the plans.
28. Where a soils report is required, provide two copies of the letter from the soils engineer in accordance with the soils report if review of foundation plans for general conformance with report is requested.

RETAINING WALLS AS APPLICABLE

29. Provide engineering design calculations and complete details for all retaining walls:
- Indicate drainage
 - Specify location and size of horizontal and vertical reinforcing
 - Specify maximum height of retained soil, surcharges, and slope of fill behind wall

ROOMS, WINDOWS, AND EGRESS REQUIRED

30. Specify a minimum ceiling height of 7' for all habitable rooms. CRC R305.1 INCLUDES EXCEPTIONS.
31. No habitable room other than a kitchen shall be less than 7' in any dimension and less than 70 sf in area. CRC R304.2 AND R304.3
32. Exterior glazed opening area (window) must be at least 8% of the floor area of all habitable rooms. CRC R303.1 INCLUDES EXCEPTIONS.
33. Openable exterior opening area must be 4% of the floor area. CRC R303.1 See also Information on Plans for ASHRAE 62.2 for applicable Energy Compliance requirements.
34. Basements and sleeping rooms must have a window or exterior door for emergency exit or rescue that opens onto a yard, alley, or public way. The window shall have the bottom of the clear opening not greater than 44" above finished floor, 5.7 sf of openable area, 24" net clear opening height, and 20" net clear opening width. CRC R310 Exception: Grade floor openings may have a minimum net clear opening of 5 sf.
35. Habitable levels or basements located more than one story above or below an egress door are limited to a maximum travel distance of 50" from any occupied point to a stairway or ramp that provides egress from such habitable level or basement. CRC R311.4
36. Required egress doorways shall have a minimum 32" clear width (measured with door open 90° and not less than 6'-6" clear in height. CRC R311.2

<p>37. SAFETY GLAZING. CRC R308.4 Specify locations where safety glazing is required, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Glazing in all fixed and operable panels of swinging, sliding and bifold doors. <input type="checkbox"/> Glazing in an individual fixed or operable panel adjacent to a door, where the bottom exposed edge of the glazing is less than 60 inches above the floor or walking surface and it meets either of the following conditions: <ol style="list-style-type: none"> 1. Where the glazing is within 24 inches of either side of the door in the plane of door in a closed position. 2. Where the glazing is on a wall perpendicular to the plane of the door in a closed position and within 24 inches of the hinge side of an inswing door. See R308.4.2 for exceptions. <input type="checkbox"/> Glazing in an individual fixed or operable panel that meets ALL of the following conditions: <ul style="list-style-type: none"> - The exposed area of an individual pane is larger than 9 sf; - The bottom edge of the glazing is less than 18" above the floor; - The top edge of the glazing is more than 36" above the floor; and - One or more walking surfaces are within 36" of the glazing as measured horizontally. <input type="checkbox"/> All glazing in guards or railings regardless of area or height above a walking surface. Included are structural baluster panels and nonstructural infill panels. <input type="checkbox"/> Glazing enclosing hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers, and indoor or outdoor swimming pools where the bottom exposed edge of the glazing is less than 60" measured vertically above any standing or walking surface. <input type="checkbox"/> Glazing adjacent to stairways, landings and ramps within 60" horizontally of a walking surface when the exposed surface of the glazing is less than 36" above the plane of the adjacent walking surface. <input type="checkbox"/> Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 36 inches above the landing and within a 60" horizontal arc less than 180 degrees from the bottom tread nosing.
<p>ROOFS, SKYLIGHTS, RAFTERS, BEAMS AND OTHER STRUCTURAL ITEMS AS APPLICABLE</p>
<p>38. Show and specify a minimum roof slope of 1/4" in 12" for flat roofs. CRC R905.9.1, R905.11.1, R905.12.1, R905.13.1, R905.14.1, and R905.15.1. For metal roof panels, see CRC R905.10 for slope requirements.</p>
<p>39. Where the pitch is less than 3:12, design the ridge beams, hips and valleys as a vertical load carrying members. CRC R802.3</p>
<p>40. Specify minimum class 'C' roofing on the plans. CRC R902.1.3. Specify on the plans that the fasteners for the roofing shall be corrosion resistant per CRC R905.2.5.</p>
<p>41. Delineate the roof drainage system and its discharge to 5 feet minimum from foundation to an approved drainage system.</p>
<p>42. Specify the make, model number, and approved listing number (e.g. ICC, IAPMO, etc.) of each skylight on the plans. Show and specify framing members around skylight openings. CRC R802.9 Show and specify skylight installed on 4" minimum high curb when the roof slope is less than 3:12. CRC R308.6.8</p>
<p>43. Show and specify the size of the ridge, hip and valley beams to be not less in depth than the cut end of the rafters. Show adequate support for hips, valley beams, and ridge beams. CRC R802.3</p>
<p>44. Show and specify rafter ties or collar ties and their connectors for roof framing in accordance with the CRC Section R802.3.1 and Table R802.5.1(9).</p>
<p>45. Note on the plans: "Submit Certificate of Conformance indicating that the glue-laminated members conform to the requirements of ANSI/AITC A190-1 upon request of the City field inspector prior to installation." Provide glue-laminated specifications on the plans.</p>
<p>46. Provide metal tie straps centered on ridge and connected to rafters supported by a load-bearing ridge beam or collar ties located within upper third of the attic space. Maximum spacing is 4 feet. CRC R802.3.1</p>

47. Where the uplift force is 200 lb.s or more, provide a tie-down clip (e.g., Simpson H2) between rafter to top plate. CRC R802.11
48. Specify how double-framing members are interconnected. CRC Table R602.3.1
49. Provide typical nailing schedule on the plans. CRC Table R602.3(1)
50. Bearing wall studs shall not exceed a height of 10 feet, unless they are in compliance with exception 2 of R602.3(1) or are justified by engineering analysis. CRC Table R602.3(5).
51. Specify on the plans the material properties or approved listing number for each type of structural framing element identified on the plans.
52. Provide structural design calculations for rafters, joists, beams, girders, headers, posts, columns, and their connections, for engineered structural framing systems, or use 2016 CRC tables for Conventional Light Frame Construction.
53. Show details of stone or masonry veneer walls. Indicate anchorage, maximum height, and required footings, as applicable. CRC R703
54. LATERAL BRACING. Show and specify Conventional Light-Frame Construction lateral bracing provisions per CRC R602.10 and SJMC 24.09.330: CRC R106.1.1
<input type="checkbox"/> Braced wall panel lengths and locations
<input type="checkbox"/> Type and thickness of panel sheathing, and connections to studs, sole plates and top plates
Where portions of the building do not satisfy the lateral bracing provisions:
<input type="checkbox"/> Provide structural calculations tracing the load path from roof to foundation. Design and detail all elements of the lateral force resisting system. Demonstrate continuous load path of each tie-down location to the foundation.
<input type="checkbox"/> Where beams support discontinuous load path from shear walls above, demonstrate adequate structural capacity of the elements and connections within the load path, through analysis and detailing. See ASCE 7-10 section 12.3.3.3.
<input type="checkbox"/> Specify the minimum length of each shear wall, or shear wall segment.
<input type="checkbox"/> Provide in-plane shear capacity check for walls with height to width ratios exceeding 2:1. AWC SDPWS-2015 Section 4.3.4
<input type="checkbox"/> Specify size, type and spacing of plywood nailing and sills connections
<input type="checkbox"/> Show and specify adequate footings under all shear walls and at ends of panels with holdowns.
<input type="checkbox"/> Specify size, embedment and distance from center of holdown anchors to edge and sides of foundations on the foundation plan. Note on the plan: "Holdown anchors to be tied in place prior to calling for foundation inspection.
<input type="checkbox"/> Show and specify all lateral force transfer details.
TITLE 24 BUILDING ENERGY EFFICIENCY STANDARDS AND CALGREEN
55. Certificate of Compliance. For all buildings, the Certificate of Compliance Form (CF1R) shall be signed by the person who is eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design. The forms shall be incorporated into the plans.
56. For performance Compliance Method, all pages of the CF1R form must have the same "Report Generated" date and time. If HERS verification is required, the form must be registered with a HERS provider.
57. Provide the CALGreen checklist on the plans indicating all the 'green' features proposed; see: www.hcd.ca.gov/building-standards/calgreen/docs/HCDSHL605_2016.pdf . Where the addition or alteration increased the building's conditioned area, volume, or size, the requirements of CALGreen chapter 4 shall apply only to and within the specific area of the addition or alteration. CALGreen 301.1.1
58. Buildings finalized prior to January 1st, 1994 are subject to Civil Code Section 1101.3 for installation of water-conserving plumbing fixtures. CALGreen 301.1.1. For information and self-certification form, see: The Non-Compliant Plumbing Fixture Replacement Requirement Form.

VENTILATION AND ACCESS FOR ATTIC AND UNDER-FLOOR

59. Show and specify attic access. Specify minimum dimensions: 22" x 30". CRC R807
60. Provide a cross section through the attic demonstrating how the air handling unit meets the requirements for access; passageway height, length and width; work platform; lighting and convenience outlet for furnace installation and maintenance. CMC 904.10
61. Show and specify under floor access. Specify minimum dimensions: 18" X 24". CRC R408.4
62. Provide the calculations for the minimum required under-floor ventilation and specify how cross ventilation will be accomplished. Typically, the net free area of ventilation openings shall not be less than 1/150 of the underfloor area. See CRC R408 for exceptions.
63. Provide calculations for the minimum required roof or attic ventilation and specify how it will be accomplished. Typically, the net free ventilating area shall not be less than 1/150 of the area of the space ventilation; see CRC R806.2 for exceptions. Verify that the ventilation calculations accurately reflect the ventilation shown on the plans.
- Where roof areas are isolated from adjacent roof areas, provide the required ventilation for each isolated area.
 - Show how the California framed portion of the roof is cross ventilated.
 - For additions, specify the size and location of all vents (new and existing to remain).
64. For new residences or additions greater than 1000 sf, show the method of house ventilation as required by Energy Compliance Standards Title 24, Part 6 #150(o) mandatory measures and the ASHRAE 62.2 standards.

WATER HEATERS, FURNACES, AND CLOTHES DRYERS

65. Show location of water heater and forced air unit on the plans.
66. Show and specify how the water heater will be seismically braced per CPC 507.2. Water heaters in garages or adjacent spaces that open to the garage and are not part of the living space of a dwelling unit shall be installed so that the burners and burner-ignition devices are located not less than 18" above the floor, unless listed as flammable vapor ignition resistant. CPC 507.13
67. Water heater installations in bedrooms and bathrooms shall comply with CPC 504 options:
- Option #1 - Fuel-burning water heaters may be installed in a closet located in the bedroom or bathroom provided the closet is equipped with a listed, gasketed door assembly and a listed self-closing device that does not have a hold-open feature. The assembly shall be installed with a threshold and bottom door seal. All combustion air for such installations shall be obtained from the outdoors. The closet shall be for the exclusive use of the water heater.
 - Option #2: The water heater shall be of the direct vent type.
68. Central heating furnace installations or low-pressure boiler installations in bedrooms or bathrooms shall comply with CMC 904.1 options:
- Option #1: The furnace or low-pressure boiler may be installed in a closet located in a bedroom or bathroom, provided the closet is equipped with a listed, gasketed door assembly and a listed self-closing device that does not have a hold-open feature. The assembly shall be installed with a threshold and bottom door seal. All combustion air for such installations shall be obtained from the outdoors. The closet shall be for the exclusive use of the furnace or low-pressure boiler.
 - Option #2: The central heating furnace or low-pressure boiler shall be of the direct-vent type.
69. Show and specify a laundry tray or automatic washer standpipe for each dwelling unit. CPC Table 422.1.
70. Ventilation for mechanical clothes dryers shall be vented to the outside and comply with San Jose Building Division Directive M-001. See: Domestic Dryer Vent Length Limitations for more information.