



ADU Requirements and Application Checklist

Are you thinking about building an ADU? The following checklists will help you understand county requirements, what you'll need to consider and what to submit for your building permit application.

We are here to help. If you need help or have questions, please contact us at planningdept@mariposacounty.org. See Section D for additional contact information and resources.

You can also visit [Mother Lode ADU](#) for a free Guidebook and resources. Look at floorplans and photos, visit the [ADU Plans Gallery](#) to view and compare existing plans, or use the [ADU Calculator](#) to estimate costs or rents.

A | Property and Project Information

Use this checklist to help you collect information about your property and understand if there are special issues to be aware of early in the process. You may need to follow up with departments or agencies about additional fees or permits.

Owner/Project Contact

Name:

Phone:	Email:
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Parcel and Existing Property Details

Project Address:

District:	APN:
Total Acreage or Lot Size:	Type of Construction:
Height:	Number of Stories:
Existing Dwelling Square Footage:	Elevation:
Town Planning Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, which one?

Additional Parcel Designations:

- Agriculture Boundary Dedicated Easement Fire Hazard Severity Zone:
- Historic District Septic System Steep Slopes Snow Load Water Well Williamson Act

Fire Sprinklers in Primary Unit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Alarm (manual/automatic): <input type="checkbox"/> Yes <input type="checkbox"/> No
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Type of ADU and Specifications

Location on Lot:

Type: Detached Attached Conversion Above Garage JADU Legalizing Existing Unit

Size:	Setbacks:	Height:
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Special Site Circumstances to Address	Applicable	Complete
<p>Water and Sewer</p> <p>Requirements for water, well, and sewer will depend on your project and property, some ADUs will require new connections or upgraded systems. Talk to Environmental Health and service providers about your capacity. If your property needs more capacity, check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Septic System Modifications</p> <p>If property is on a septic system, a modification is usually required. If applicable, check this box and contact Environmental Health for more information.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fire Sprinklers and Alarms</p> <p>If you will be adding fire sprinklers or grid connected alarms (either for fire or police), check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parking Replacement</p> <p>In certain circumstances, if you remove existing parking from your property you will need to replace it. If applicable, check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Soil Study</p> <p>Geotechnical Engineers create soils reports to allow the proper foundation to be designed for your ADU project. If you are planning on an attached, or detached ADU or adding an extension to your existing house where a new foundation would be created, then you will likely need a Soils Study. Contact your jurisdiction for further details. If applicable, check this box.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other Site Improvements and Requirements</p> <p>May include driveways, culverts, or fire truck access/turn-arounds. If applies, check this box and list.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Other Agency Fees and Permits	Applicable	Complete
<p>School District Fees</p> <p>If your project is 500 square feet or more,, pay fees directly to your school district.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other Agency Fees</p> <p>Other agencies, such as PG&E, can levy substantial fees on ADU projects. Review the Mother Lode ADU Guidebook on our website for information about fees other agencies may charge.</p>	<input type="checkbox"/>	<input type="checkbox"/>

B Building Permit Application Checklist

This checklist will help you know what to submit for your building application. Homeowners are encouraged to hire a licensed architect, designer, or builder to draw up plans and prepare the application. For more information on hiring a team, download the [free Mother Lode ADU Guidebook](#).

What to Submit	Complete
Development Residential Permit Application	<input type="checkbox"/>
Building Plans (Three Sets) Plan sets typically include a north arrow, building and setback dimensions, scale of plans, size of project, owner name and contact info, designer name contact info, etc. Discuss specific requirements with Department Staff.	<input type="checkbox"/>
Signed Site Plans (Six Sets) See Section C for site plan requirements.	<input type="checkbox"/>
Soil Inspection Report or Waiver Request	<input type="checkbox"/>
Grading Permit Requirement Determination Worksheet	<input type="checkbox"/>
Grading Plans (Three Sets)	<input type="checkbox"/>
Sprinkler Plans (Two Sets if required)	<input type="checkbox"/>
Solar Plans (If required)	<input type="checkbox"/>
Permit Fees	<input type="checkbox"/>
Calculations (if required) <input type="checkbox"/> Title 24 State Energy Compliance Documents <input type="checkbox"/> Water Supply Calculations <input type="checkbox"/> Structural Engineering Calculations	<input type="checkbox"/>
Permits and Fees Paid (if required) <input type="checkbox"/> Building Permit and Plan Review Fees <input type="checkbox"/> Other Department Fees <input type="checkbox"/> Utility Agency Fees <input type="checkbox"/> School District Fees <input type="checkbox"/> Fire District Fees	<input type="checkbox"/>

C | Site Plan Requirements

If you have any questions about preparing a site plan, contact the Planning Department (contact information in Section D).

What to Include in Site Plans	Complete
Applicant Name	<input type="checkbox"/>
Street address and assessor's parcel number (APN)	<input type="checkbox"/>
North arrow and scale	<input type="checkbox"/>
Property lines and dimensions of the parcel	<input type="checkbox"/>
Approximate area of the property in acres (square feet for parcels less than one acre)	<input type="checkbox"/>
Location of all creeks, springs, intermittent streams, other drainages, and lakes or reservoirs on the property and adjacent properties within 200 feet of any proposed sewage disposal system. If there are no nearby water bodies or drainages this must be stated on the site plan.	<input type="checkbox"/>
Approximate percent of grade; indicate direction of slope for proposed area of septic tank or leach field.	<input type="checkbox"/>
Location, size, and dimensions of existing and proposed structures on the property; identifying labels.	<input type="checkbox"/>
Setback distance of proposed structures from all property lines; the centerline of all state highways, county roads, and road easements; and all existing structures.	<input type="checkbox"/>
Location of all existing and proposed sewage disposal systems on the property and on adjacent properties within 200 feet of any proposed wells. If there are no wells on adjacent properties within 200 feet, state so on the site plan. Site plan must show and label the area for septic tank and leach lines. Label each sewage disposal system as existing or proposed.	<input type="checkbox"/>
Setback distance of proposed septic tanks, leach field areas, and replacement areas from all property lines; from all existing and proposed structures; from centerline of all state highways, county roads, and road easements; from existing and proposed wells on the property and adjacent properties within 200 feet of the system; from all creeks, springs, intermittent streams, other drainages, and lakes or reservoirs within the property and on adjacent properties within 200 feet of the system.	<input type="checkbox"/>
Location of all existing and proposed well sites on the property or adjacent properties within 200 feet of proposed sewage systems. If there are no septic disposal systems on adjacent properties within 200 feet, state so on the site plan. Label each well as existing or proposed.	<input type="checkbox"/>
Setback distance of proposed wells from all property lines and from all existing and proposed sewage disposal systems on the property and on adjacent properties within 200 feet of the well.	<input type="checkbox"/>
Location, width, and type of all easements of record on the property.	<input type="checkbox"/>
Location, width, surface, grade, length of existing and proposed access roads and driveways including turnouts, turnarounds, bridges, crossings. Identify and label as existing or proposed. Show access from residence or proposed building site to nearest state highway, county road, or easement road.	<input type="checkbox"/>

Location, length, width, and surface of all existing and proposed parking spaces.



D | Resources and Contact Information

Planning Department | zoning, setbacks, and land use

209-966-5151, planningdept@mariposacounty.org, <http://www.mariposacounty.org/80/Planning>

Building Department | building code, inspections, and permits

209-966-3934, building@mariposacounty.org, <https://www.mariposacounty.org/67/Building>

Application forms, handouts, and resources: <https://www.mariposacounty.org/134/Application-Forms>

Environmental Health Division | sewer, water, septic, and waste disposal

209-966-2220, eh@mariposacounty.org, <https://www.mariposacounty.org/235/Environmental-Health>

Assessor & Recorder's Office | property tax, tax valuation, new address, and parcel maps

209-966-2332, assessor@mariposacounty.org | recorder@mariposacounty.org

County Fire | safety and inspections

209-966-4330, <https://www.mariposacounty.org/76/Fire-Department>

Historic Sites & Records Preservation Commission | building on a historic property or area

<https://www.mariposacounty.org/454/Historic-Sites-Records-Preservation>

Homeowners Fire Safety Checklist | fire safety building standards

<https://www.readyforwildfire.org/wp-content/uploads/Homeowners-Checklist.pdf>

Property Search Tool | key property information

<https://www.mariposacounty.org/823/Maps-Property-Information>