

ACCESSORY DWELLING UNIT – EXPANDED CHECKLIST

REFERENCES

Numbers in the parenthesis () refer to sections of the California Building Code, Letters () refer to sections of the California Residential Code (R), Table (T), Plumbing Code (PC), Mechanical Code (MC), Electrical Code (EC), CalGreen (CG) and CA Building Energy Efficiency Standards (ES). Refer to the City of Oxnard Building Department Handouts and online version of this checklist for links to the items [underlined in blue](#).

BUILDING (B)	YES	NO	N/A	Indicate Sheet # (as applicable)
B1. Does the site plan show all existing and/or new utility meters and lines on the site plan?	<input type="checkbox"/>	<input type="checkbox"/>		
a. Water Service and Meter - A project specific table summarizing the number of Water Supply Fixture Units (WSFU) utilizing the CPC Table 610.3 values for each plumbing fixture has been provided.	<input type="checkbox"/>	<input type="checkbox"/>		
i. For attached ADU/Jr. ADU - An analysis of the total WSFU demand from the previous table with CPC Table 610.4 46-60 PSI utilizing the distance to the furthest fixture has been specified and any upgrades are indicated on the site plan.	<input type="checkbox"/>	<input type="checkbox"/>		
ii. Any Detached ADU requires a separate water meter and supply line, if this is a detached ADU the new water meter and supply line have been sized and are shown on the site plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Fire Sprinkler requirements for new ADU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Detached ADU's: 1. Detached Accessory dwelling units which do not exceed 1,200 square feet do not require fire sprinklers . 2. Detached Accessory dwelling units require fire sprinklers throughout regardless of square footage when they include additional structures such as a garage or other attached rooms not part of the ADU.	<input type="checkbox"/>	<input type="checkbox"/>		
b. Attached ADU's 1. Attached Accessory dwelling units do not require fire sprinklers when the existing residence does not have fire sprinkler protection. 2. Attached Accessory dwelling units require fire sprinklers throughout when additional square footage is added to the existing residence and the combined added square footage including the ADU exceeds 1000 square feet per the City Ordinance threshold.	<input type="checkbox"/>	<input type="checkbox"/>		
b. Gas - The gas line has been shown and sized using B703 Sizing of Gas Lines to provide adequate flow to the ADU/Jr. ADU appliances. Note: Gas line calculations must be included as a part of the plan.	<input type="checkbox"/>	<input type="checkbox"/>		
c. Sewer - The (E) Sewer line and its size is shown on the site plan, the ADU sewer line is connected downstream of both residences. (Minimum of a 4" sewer line is required if serving more than 4 toilets)	<input type="checkbox"/>	<input type="checkbox"/>		
d. Electrical	<input type="checkbox"/>	<input type="checkbox"/>		
i. The ADU will be provided with a minimum of a 100A subpanel with; #3 Feeders, #8 Ground, and minimum of 1/4" conduit.	<input type="checkbox"/>	<input type="checkbox"/>		
ii. Is (E) electrical service is a minimum of 200A or is being upgraded to 200A as part of this permit?	<input type="checkbox"/>	<input type="checkbox"/>		
a. If no, have residential load calculations been provided to verify the adequacy of the (E) service to serve both residences?	<input type="checkbox"/>	<input type="checkbox"/>		
B2. Do the floor plans show interconnected hard-wired "SMOKE ALARM" with battery backup in all bedrooms, immediately outside of all bedrooms, and > 3 ft. from the bathroom? (R314)	<input type="checkbox"/>	<input type="checkbox"/>		
B3. Do the floor plans show an interconnected hard-wired "CARBON MONOXIDE ALARM" with battery backup outside of all bedrooms? (R315)	<input type="checkbox"/>	<input type="checkbox"/>		
B4. <i>If the roof of the SFD / garage will be re-roofed</i> , is it noted on the Job Description? And do the Site Plan and Elevations show a compliant roofing type (i.e. ICC# or equivalent)? Also, see item # T24.8 on next page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B5. <i>In each new/altere</i> d bedroom(s), do the floor plans, elevation views and window schedule show that one openable escape window has been provided with a min. 5.0 SF (5.7 SF for 2 nd floor windows), 24 in. clear height, 20 in. clear width, and max. 44 in. sill height? (R310.2)	<input type="checkbox"/>	<input type="checkbox"/>		
B6. Are there <u>no</u> openings (including eave vents) on the ADU exterior walls less than 3 ft. to the PL? (R302.1)	<input type="checkbox"/>	<input type="checkbox"/>		
B7. <i>For ADU and other altered Roof Eaves within 5 ft. of the PL</i> , do these roof eaves comply with <u>one</u> of the following below? Also, has it been confirmed there are no vents under these roof eaves within 5 ft. to the PL?	<input type="checkbox"/>	<input type="checkbox"/>		
a. A plan detail showing continuous blocking between roof sheathing and top plates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. A detail for 1 hr. fire rating (i.e. stucco on the underside of the roof eave)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B8. Are level landing(s) shown at the ADU/Jr. ADU exterior door(s) that are a min. of 36 in. measured in the direction of travel? (R311.3)	<input type="checkbox"/>	<input type="checkbox"/>		
a. Do the Floor Plans show a detail/note that the slope at exterior landings shall not exceed ¼ unit vertical in 12 units horizontal (2 percent)?	<input type="checkbox"/>	<input type="checkbox"/>		
B9. <i>If the egress door swing inwards</i> , do the Floor Plans show a detail/note that the <u>interior</u> landing is a max.1½" below the top of the threshold? And that the exterior landing(s) are a max. 7¼" below the top of the threshold? (R311.3.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B10. <i>For attic spaces in the ADU with a 30 in. min. headroom and are greater than 30 SF</i> , do the plans show the location of a 22 in. x 30 in. (minimum) attic access in the ADU? (R807.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B11. <i>For ADU's with attic spaces</i> , are attic vent type, locations, & calculations shown on the roof plan? (R806)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B12. <i>In the (N) bathroom(s) containing a bathtub/shower</i> , do the floor plans show mechanical ventilation for humidity (humidistat) control (50-CFM intermittent)? (R303.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B13. <i>For (N) Detached ADU's only</i> :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Has grab bar reinforcement been added to at least one bathroom on the entry level with notes/details that identify the location of placement of the grab bar reinforcement? (R327) <u>Note: Information and/or drawings identifying the location of grab bar reinforcement shall be placed in the operation and maintenance manual.</u>	<input type="checkbox"/>	<input type="checkbox"/>		

ADDITION / ALTERATION / NEW ADUs (ADD) – This section applies to Additions to create an ADU or a (N) Detached ADU. Also, for Alterations to an ADU Garage Conversion, the applicable items are required where (N) Footings, Framing, and/or Shear Walls are proposed.	YES	NO	N/A	Indicate Sheet # (as applicable)
ADD1. For a (N) or retrofitted Slab-on-Grade Foundation, have details been provided to show compliance with the following? (CG 4.505.2.1) (R506)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. A 4-inch-thick (101.6 mm) base of 1/2 inch (12.7 mm) or larger clean aggregate shall be provided with a 10-mil min. vapor retarder in direct contact with concrete and a concrete mix design, which will address bleeding, shrinkage, and curling, shall be used. For additional information, see American Concrete Institute, ACI 302.2R-06.	<input type="checkbox"/>	<input type="checkbox"/>		
ADD2. For a (N) Slab-on-Grade Foundation, have details been provided to show the following? (R401.4.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Compliance with California Green Building Standards Code 4.505.2.1 per ADD1 above is shown	<input type="checkbox"/>	<input type="checkbox"/>		
b. Continuous 12 in. wide footings under exterior walls and interior bearing walls extending below grade 24 in. and 18 in., respectively, and below foundation wall crawl hole. 2 - #4 bars, top & bottom required.	<input type="checkbox"/>	<input type="checkbox"/>		
c. Provide #4 dowels at 16 in. O.C. bent 2 ft. into slab and 1 ft. into footing. Dowels may be omitted when slab is a "monopour" or an independent "floating slab."	<input type="checkbox"/>	<input type="checkbox"/>		
ADD3. For a (N) raised floor foundation, have the following been provided on the foundation/elevations? (R408)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Do the plans show a min. 18 in. underfloor clearance from grade to bottom of floor joists and a min. 12 in. clearance to the bottom of girders?	<input type="checkbox"/>	<input type="checkbox"/>		
b. Do the plans show the location of an under-floor access opening and has it been verified that it is not under a shear wall? (R408.2)	<input type="checkbox"/>	<input type="checkbox"/>		
c. Are under-floor vent sizes, locations, and calculations shown on the plan? <i>Note: Underfloor vent shall be within 3 ft of the corner of the building.</i>	<input type="checkbox"/>	<input type="checkbox"/>		
ADD4. Are the (N) wood sill plates located at a min. 8 in. above adjacent grade (or 2" above hardscape) and noted as pressure treated?	<input type="checkbox"/>	<input type="checkbox"/>		
ADD5. For Additions or Detached ADUs, if complying with Type V provisions, have Brace Wall (BW) Panels been provided at end of all BW lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADD6. For Additions or Detached ADUs, if complying with Type V provisions, do the specified Roof Rafters and Ceiling Joists (CJ) sizes and spacing comply with the Span Tables ? (R802.4-R802.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. For an ADU Garage Conversion, is the (E) CJ size and spacing adequate or will it be upgraded to support (N) drywall or other ceiling finish?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADD7. If the ADU (or ADU Garage Conversion) is attached to another garage, have 1/2 or 5/8 Gypsum Board details been provided for the common wall/floor between the ADU and garage? (R302.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADD8. The finished floor of all habitable space must be a minimum of 25 inches above lowest adjoining street grade to prevent flooding per City Code. The lowest adjoining street grade elevation has been shown and the finished floor elevation proposed for the new building area or area of the structure converted from storage area, or garage to living area is shown on the plan. <i>Note: Finished floor elevation must be a project specific dimension measured from the lowest adjoining street grade.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADD9. If the ADU (or ADU Garage Conversion) is attached to the SFD, have all the following been provided for the common wall(s) (and floor/ceiling and all supporting construction) assemblies between the ADU and the SFD? (R302.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Detail for a 1 hr. fire partition and/or floor-ceiling Assembly. See the Gypsum Manual .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Detail for Sound Rating (min. STC50). Note: A STC50 sound rating typically requires resilient channel to be installed. See the Gypsum Manual .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ADU GARAGE CONVERSION (AGC) – In addition to the applicable items in Section ADD (above), these items also apply to a conversion of (E) Garage, Storage Building, etc. to an ADU.	YES	NO	N/A	Indicate Sheet# (as applicable)
AGC1. For Retrofit or Garage Conversion with a 6" curb - A 2-inch-thick (101.6 mm) base of 1/2 inch (12.7 mm) or larger clean aggregate shall be provided with a 10-mil min. vapor retarder in direct contact with concrete and a concrete mix design, which will address bleeding, shrinkage, and curling, shall be used. A 12" square hole has been cut and concrete has been broken or removed for every 200 SF of floor area. Minimum of (1) of these holes is placed at the low end of the garage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AGC2. The finished floor of all habitable space must be a minimum of 25 inches above lowest adjoining street grade to prevent flooding per City Code. The lowest adjoining street grade elevation has been shown and the finished floor elevation proposed for the new building area or area of the structure converted from storage area, or garage to living area is shown on the plan. <i>Note: Finished floor elevation must be a project specific dimension measured from the lowest adjoining street grade.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AGC3. Are under-floor vent sizes, locations, and calculations shown on the plan? <i>Note: Underfloor vent shall be within 3 ft of the corner of the building.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AGC4. Do the foundation plans show the (E) garage door opening to be infilled and a (N) continuous footing to be installed at the location of the garage door opening? OR (see below)	<input type="checkbox"/>	<input type="checkbox"/>		
a. Has it been verified by the Design Professional that there is an (E) continuous footing at the location of the garage door?	<input type="checkbox"/>	<input type="checkbox"/>		
AGC5. Is it noted on the cover sheet of the plans that "The Owner acknowledges possible upgrades are required if there is substantial damage to the Garage Structure/Foundation"?	<input type="checkbox"/>	<input type="checkbox"/>		

TITLE 24 ENERGY (T24)	YES	NO	N/A	Indicate Sheet# (as applicable)
T24.1. Does the Title Plan Sheet show that the interior area of the ADU matches the conditioned area noted on the CF1R sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Are all required HERS tests listed on the cover sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
T24.2. Does the Window Schedule note the (N) windows' U-Factor and SHGC required by the CF1R or Prescriptive Non HERS Verified Form(s) (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>		
T24.3. Is the required insulation per the CF1R sheet or Prescriptive Non HERS Verified Form(s) (if applicable) called out on cross-sections?	<input type="checkbox"/>	<input type="checkbox"/>		
T24.4. For Newly constructed Detached ADU's and all other ADU's >1000SF, are these requirements shown on the floor plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Whole House Fan.	<input type="checkbox"/>	<input type="checkbox"/>		
b. Whole Building Ventilation and the Continuous Fan Rate per the prescriptive calculation. (ES150.0(o))	<input type="checkbox"/>	<input type="checkbox"/>		
T24.5. For (N) Detached ADU's only:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Do the roof plans show the solar ready zone and where future conduit may be installed? Reference CEC Subchapter 7 and CEC Subchapter 8	<input type="checkbox"/>	<input type="checkbox"/>		
b. If there is a garage dedicated to the Detached ADU, is the EV Charging Ready Infrastructure shown on the garage floor plan? (i.e. Conduit installation, dedicated future breaker, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 ENERGY (T24) (continued)	YES	NO	N/A	Indicate Sheet# (as applicable)
c. Do the floor plans show that Energy Storage Systems (ESS) ready requirements have been met? i. Interconnection equipment or dedicated raceway ii. Minimum of 4 branch circuits feeding refrigerator, one lighting circuit near the primary egress, and a sleeping room receptacle iii. Main panel busbar rating of 225 amps minimum iv. Sufficient space for installation of a transfer switch within 3 ft of the main panel <p style="text-align: right;">(ES150.0(s))</p>	<input type="checkbox"/>	<input type="checkbox"/>		
d. Where (N) gas appliances are to be installed, do the floor plans/electrical plans show that electric ready requirements have been met? <p style="text-align: right;">(ES150.0)</p>	<input type="checkbox"/>	<input type="checkbox"/>		
i. For a (N) gas water heating system, has space been designated for a future heat pump water heater? (2.5 ft x 2.5 ft x 7 ft) Have electrical requirements for a future HPWH been provided? (240v/20amp or 240v/30amp circuit depending on location, labeled "For Future 240V Use")	<input type="checkbox"/>	<input type="checkbox"/>		
ii. For a (N) gas furnace, have electrical requirements for a future electric heat pump been provided? (240v/30amp circuit labeled "For Future 240V Use")	<input type="checkbox"/>	<input type="checkbox"/>		
iii. For a (N) gas cooktop, have electrical requirements for a future electric cooktop been provided? (240v/50amp circuit labeled "For Future 240V Use")	<input type="checkbox"/>	<input type="checkbox"/>		
iv. For a (N) gas clothes dryer, have electrical requirements for a future electric clothes dryer been provided? (240v/30amp circuit labeled "For Future 240V Use")	<input type="checkbox"/>	<input type="checkbox"/>		
T24.6. If (N) light fixtures are provided in bathrooms and utility rooms, do the plans show that one (N) light in each applicable room with a vacancy sensor? Does it show all (N) lighting as high efficacy? <p style="text-align: right;">(ES150.0(k))</p>	<input type="checkbox"/>	<input type="checkbox"/>		
T24.7. Does the CF1R require a radiant barrier, if yes, is it called out on the cross sections?	<input type="checkbox"/>	<input type="checkbox"/>		
T24.8. Does the CF1R require a cool roof, if yes, is it called out on the cross sections and product specifications provided?	<input type="checkbox"/>	<input type="checkbox"/>		

GRADING + DRAINAGE (GD)	YES	NO	N/A	Indicate Sheet# (as applicable)
GD1. Does the site plan show drainage arrows in compliance with CRC R401.3 as adopted by the City of Oxnard with Ordinance 2960 Slope away from structures shall have a minimum drop of 6" within the first 10'-0" and shall be minimum of 2% thereafter.	<input type="checkbox"/>	<input type="checkbox"/>		
GD2. Does the site plan show a Finish Floor Elevation that is a minimum of 25" above the lowest adjacent grade or gutter per Oxnard Public Works Plate 601 ? <i>Note: Finished floor elevation must be a project specific dimension measured from the lowest adjoining street grade.</i>	<input type="checkbox"/>	<input type="checkbox"/>		
GD3. Have all the following been shown on the site/drainage plan? Downspouts, positive drainage away from foundations (2%/ 5% on hard / soft surfaces), (E) and (N) landscape and concrete areas, and sufficient info. to define drainage patterns for the property.	<input type="checkbox"/>	<input type="checkbox"/>		
GD4. Is the project proposing <u>no</u> grading work or less than 50 Cubic Yards (CY) of grading? If more than 50 CY of grading proposed, provide the CY in the right column, provide a grading plan, and submit for Grading Plan Check.	<input type="checkbox"/>	<input type="checkbox"/>		*Cut: _____(CY) *Fill: _____(CY) *Over-Ex & Compact: _____ (CY)

If any design elements for the project deviate from prescriptive design please provide a written description of each item. You may add additional sheets if necessary.

ADDITIONAL INFORMATION

City of Oxnard Building Department Handouts
<https://www.oxnard.org/city-department/development-services/building-handouts/>.



To use the QR code on the right, open the camera app on your phone, hold your phone so that the QR code appears in view, then tap on the notification to open the link to view the Building Department Handouts.

For more detailed information concerning specific requirements for Jr. ADUs, refer to the handout [Junior Accessory Dwelling Unit Requirements](#), available online through the link above.