



ADU PLAN CHECK SUBMITTAL & QUESTIONNAIRE WORKSHEET

BEFORE YOU CREATE BUILDING PLANS:

Before investing in plans, make sure your ADU concept complies with the City’s zoning code. Use the ADU Universal Checklist to make this assessment — and speak with a Planner who can review your project for zoning compliance; email planner@cityofbrea.gov.

WORKSHEET INSTRUCTIONS:

Fill out the SHEET # and DETAIL# on the right-hand column, enter the page number from your plan set that contains the relevant information. If not applicable to your project, please enter N/A in the SHEET # column.

HOW TO PUT YOUR TOGETHER PLANS	
Minimum sheet size:	24x36 inches. Each sheet must include: - Page number (with sheets in chronological order) – Project Address, Preparer’s Name, Title, Registration Number (if applicable), Address, and Phone Number.
Architect’s documents (drawings):	Must bear their stamp or seal and signature with date on all sheets.
Engineer’s documents (drawings):	Must bear their stamp or seal and signature with date on all sheets.
Calculations (IF REQUIRED):	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; and Title 24 Mandatory Measures of Performance Analysis Summary.

CITY DEPARTMENT/DIVISION CONTACT INFORMATION		
Department/Division	Phone Number	Email
Planning Division	714-990-7674	planner@cityofbrea.gov
Building & Safety Division	714-671-4406	building@cityofbrea.gov
Engineering Division	714-990-7667	pwenroachmentpermits@cityofbrea.gov
Fire Department	714-990-7665	breafireinfo@cityofbrea.gov

PLEASE NOTE: This worksheet is required during your building permit submittal.

CONTENT FOR TYPICAL ADU BUILDING PLANS

COVER SHEET <i>REQUIRED</i>		
	Sheet #	Detail #
1. Preparer's Name, Title and Registration (if applicable), Address, Phone Number.		
2. Project Name, Address, Legal Description, APN#, Tract#, Block#, Lot#, Property Owner's Name, Address, Phone Number, Consultants Contact Information.		
3. Scope of Work identifying all work proposed under this permit. Scope of work should include all on-site and off-site work proposed. All off-site work is subject to an Encroachment Permit.		
4. Zoning, Occupancy Group Classification/s and Type of Construction, Sprinkler/Non-sprinkled, Stories, Fire Zone, Methane Zone, Zoning.		
5. Gross Area Per Floor and Building Height, Lot Coverage, Rear Lot Coverage, Hardscape Coverage.		
6. Index of Drawings/Plans and show scale used for drawings and details.		
7. Applicable Codes and Editions (ex: Brea Municipal Code, CA Building Energy Efficiency Standards).		
8. Vicinity Map and Parcel Map.		

SITE PLAN <i>REQUIRED – DRAW TO SCALE AND INCLUDE:</i>		
	Sheet #	Detail #
9. Clearly show full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, Street Name/s, closest fire hydrants.		
10. Show footprint of Dwelling(s) and Roof Line with all projections and dimensions to property lines.		
11. Show recorded Easements, if any, and Visible Utilities, such as meters for electric, gas, water, W/H, AC Condenser, etc.		
12. Show locations of any existing and proposed Retaining Walls and Accessory Structures (patios, sheds, garage, etc.) and swimming pools and spas.		
13. Show footprint of Proposed ADU and Roof Line with all projections and dimensions to property lines.		
14. Show the distance along a minimum 3' clear path from the ADU's farthest exterior side to the front property line. Show that the minimum 3' clear path surrounds the ADU, where the clear path measures from the farthest extending ADU projection, such as eaves.		
15. Show North Arrow and Scale. On the Site Plan, the locations of closest public fire hydrants to the project. Indicate the distance from closest hydrant to the properties farthest ADU exterior wall using 3' clear path of travel.		
16. Show on Plans and Elevations the location of the proposed ADU address numbering. The Fire Department requires the address to be visible from the street fronting the property. Minimum 6" letter height required. It		
17. Clearly demonstrate the location of all site improvements including paving/hardscape improvements with dimensions of improvements provided.		

ARCHITECTURAL AND STRUCTURAL PLANS <i>REQUIRED</i>		
	Sheet #	Detail #
18. Existing and New Architectural Floor plans including adjoining rooms.		
19. Demolition Plan if a structure or portion of a structure is to be removed. Plans to be reviewed in concurrence with Building Permit plans.		
20. Exterior Elevations. Include this information on the elevations:		
a. Specify and delineate the height of the floodplain on the building elevations.		
b. Show the lowest floor elevation above grade.		
c. Show flood vent calculations on exterior elevation and foundation sheets.		
d. Typical Cross Sections in each direction and show location and height of all machinery and equipment.		
e. Call out existing colors and materials of the new and existing structure.		
21. Foundation and Structural Floor Framing plans.		
22. Shear Wall and Holdown Plan including table of wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns, and bolts.		

ROOF FRAMING PLAN AND TRUSS PLANS <i>TRUSS PLAN REQUIRED WHEN APPLICABLE</i>		
	Sheet #	Detail #
23. Roof Framing Plan. Note: New roofing should match the existing roof pitch, color and material of the existing dwelling.		
24. Truss Plan – Reviewed, stamped, and signed 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 (If applicable).		
25. 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.		
26. Show all trusses including gable bracing and bridging.		

MECHANICAL, PLUMBING AND ELECTRICAL COMPONENTS <i>REQUIRED</i>		
	Sheet #	Detail #
27. Location of HVAC equipment and size, noting BTU/HR output. – 5 foot minimum distance side and rear PL.		
28. Locations of plumbing fixtures, listing all required dimensions.		
29. Locations and sizes of outlets, fixtures, switches, smoke detectors, carbon monoxide alarms, subpanels and main panels.		

UTILITY PLAN <i>REQUIRED</i>		
	Sheet #	Detail #
30. Show both existing and proposed routing of water, sanitary sewer, and storm drain that serves the property (including all meters) and connections to public facilities.		
31. Show the location of sanitary sewer cleanouts be shown on the plan at the locations as identified in City Standard Plan Number 203-0.		

GRADING PLAN <i>(AS APPLICABLE)</i>		
	Sheet #	Detail #
32. 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 at unpaved areas and 2% at paved areas. CBC 1804.4		
33. 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).		
34. Show and specify on plans finished floor elevations.		
35. Provide the locations of all downspouts on the plans.		
36. Showcase the following: a. Limits of grading for the site. b. On-site drainage patterns using spot elevations and contours c. The overall discharge point of the site into the public right-of-way, and identify the finished floor elevation of the proposed ADU/JADU. d. Removal or relocation of mature trees.		

EROSION CONTROL PLAN <i>(AS APPLICABLE)</i>		
	Sheet #	Detail #
37. Identify the proposed temporary Best Management Practices (BMP's) proposed to be used during the course of construction.		
38. Identify the contact information for the person who is to be contacted in the case of an emergency.		
39. Provide flow arrows showcasing the overall drainage pattern of the site, the ultimate outfall for the site, and the direction of flow within the curb line in the right-of-way adjacent to the property.		

DETAIL SHEETS AS APPLICABLE. ALL DETAILS AND SECTIONS SHOULD CROSS REFERENCE		
	Sheet #	Detail #
40. Window Schedule, detailing egress, safety glazing, skylight-approved listing numbers (ICC ESR#).		
41. Door Schedule listing sizes and types.		
42. Flashing: Vertical and Vertical-to-Horizontal Junctures of Materials.		
43. Footing, Piers and Grade Beams: Detail all post-to-beam, post-to-footing and beam-to-beam connections and call out approved metal connectors.		
44. Post and Girder Connections.		
45. Roof: Eaves, Overhangs, Rakes and Gables.		
a. 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.		
46. Floor Changes such as wood-to-concrete flashing details.		
47. Handrails, Guardrails and Support Details.		
48. 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		
49. Stairway Rise and Run, Framing, Attachment and Dimensions of Members.		
50. Shear Transfer Details and Holdown Bolt Details.		

DESIGN CONSIDERATIONS AND SPECIFICATIONS (AS APPLICABLE TO YOUR PROJECT)		
ATTACHED ADU ONLY – REQUIRED	Sheet #	Detail #
51. Specify the 1-hour fire rated construction at wall and floors separating dwelling units. CRC R302.3		
52. Specify how noise attenuation would be provided between dwelling units. CBC 1206, 1206.3		
53. Locations and sizes of outlets, fixtures, switches, smoke detectors, carbon monoxide alarms, subpanels and main panels.		
BATHROOM – REQUIRED		
54. 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		
55. 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		
56. 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		
57. Shower doors shall open outward with a minimum 22" unobstructed opening for egress. CPC 408.5		
DOORS, STAIRWAYS, LANDINGS AND GUARDRAILS		
58. 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.		
59. 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		
60. Show and specify structural framing details for landings, stairs and their supports per CRC R311.7 a. 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. b. Stairways shall have a minimum headroom clearance of 6'-8" c. 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. d. 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. e. 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		
61. 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 balusters so that a 4-inch sphere cannot pass through. Provide structural details and calculations per CRC R312		

FIRE PREVENTION SPECIFICATIONS (AS APPLICABLE)		
	Sheet #	Detail #
62. 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.		
63. 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.		
64. 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		
65. 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		
66. For all new and existing fireplaces specify the make and model number on the plans. If specifying a prefabricated fireplace, show approved listing number and specification cut sheets on plans.		
67. For complete rebuilds OR IF additions are 50% or more of existing building area or greater than 1,000 sq. ft. fire sprinkler system to protect the entire house and ADU, designed per NFPA 13D. Refer to CBC Amendments 903.2.8. for other details. Percentage varies on location. 50% for am VHFHS2. 33% for VHFHS2. Code amendment per adopted ordinance.		

FOUNDATION, BEARING AND STEM WALLS, SLAB FLOORS, AND SOILS REPORT REQUIRED		
	Sheet #	Detail #
68. Dimension continuous exterior and all interior bearing wall foundations: a. Specify minimum depth of footing in undisturbed natural soil. CRC R403.1.4 b. Specify minimum height above finished grade. CRC R317.1 & R404.1.6 c. Specify bearing width. CRC Table 403.1 (1) d. Specify minimum stem wall width and footing thickness. CRC R404.1.4.2		
69. Provide capillary break for slab-on-grade floors in conformance with CRC 506 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.		
70. 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. Special Inspection Required. CRC R403.1.6 & R403.1.6.1 a. 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.		
71. Provide a site-specific soils report or specify how the project's foundation is designed using presumptive loadbearing values. Specify minimum soil compaction requirements on the plans.		
72. Where a soils report is required, provide the electronic copy of the letter from the soils engineer in accordance with soils report if review of foundation plans for conformance with report is requested.		

RETAINING WALLS (AS APPLICABLE)		
	Sheet #	Detail #
73. Provide engineering design calculations, complete details for retaining walls, and retaining wall plan: a. Indicate drainage (Below & Above Grade) b. Specify location and size of horizontal and vertical reinforcing, reinforcing splices & grade c. Specify bearing width. CRC Table 403.1 d. Specify maximum height of retained soil, surcharges, and slope of fill behind wall e. Where stepped retaining wall is designed provide wall elevations showing wall heights, and stepped footing details.		

ROOMS, WINDOWS AND EGRESS <i>REQUIRED</i>		
	Sheet #	Detail #
74. Specify a minimum ceiling height of 7' for all habitable rooms. CRC R305.1 INCLUDES EXCEPTIONS		
75. 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		
76. Exterior glazed opening area (window) must be at least 8% of the floor area of all habitable rooms. CRC R303.1 INCLUDES EXCEPTIONS.		
77. 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.		
78. 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.		
79. Habitable levels or basements located more than one story above or below an egress door are limited to a maximum travel distance of 50 feet from any occupied point to a stairway or ramp that provides egress from such habitable level or basement. CRC R311.4		
80. 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		
81. SAFETY GLAZING. CRC R308.4 Specify locations where safety glazing is required, including:		
a. Glazing in all fixed and operable panels of swinging, sliding and bifold doors.		
b. 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: 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.		
c. Glazing in an individual fixed or operable panel that meets ALL of the following conditions: - 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.		
d. All glazing in guards or railings regardless of area or height above a walking surface. Included are structural baluster panels and nonstructural infill panels.		
e. 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.		
f. 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.		
g. 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.		

ROOFS, SKYLIGHTS, RAFTERS, BEAMS AND OTHER STRUCTURAL ITEMS (AS APPLICABLE)		
	Sheet #	Detail #
82. 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.		
83. Where the pitch is less than 3:12, design the ridge beams, hips and valleys as a vertical load carrying members. CRC R802.4.4		
84. Specify minimum class 'A' roofing on the plans. CBC Table 1505.1 Amended and CRC 902 Amended. Specify on plans that fasteners for roofing shall be corrosion resistant per CRC R905.2.5.		
85. Delineate the roof drainage system and its discharge to 5 feet minimum from foundation to an approved drainage system.		

86. 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		
87. 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, R 802.4.3.		
88. Show and specify rafter ties or collar ties and their connectors for roof framing in accordance with the CRC Section R802.4.2 and Table R802.4.1(9).		
89. 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 building inspector prior to installation." Provide glue-laminated specifications on the plans.		
90. 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 R802.4.2, R802.4.6.		
91. Where the uplift force is 200 lbs. or more, provide a tie-down clip (e.g., Simpson H2) between rafter to top plate. CRC R802.11 (If no calculations are provided, show tie-down clips on details.)		
92. Specify how double-framing members are interconnected. CRC Table R602.3.1		
93. Provide typical nailing schedule on the plans. CRC Table R602.3(1)		
94. 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).		
95. Specify on the plans the material properties or approved listing number for each type of structural framing element identified on the plans.		
96. Provide structural design calculations for rafters, joists, beams, girders, headers, posts, columns, and their connections, for engineered structural framing systems, or use 2022 CRC tables for Conventional Light Frame Construction.		
97. Show details of stone or masonry veneer walls. Indicate anchorage, maximum height, and required footings, as applicable. CRC R703		
98. LATERAL BRACING. Show and specify Conventional Light-Frame Construction lateral bracing provisions per CRC R602.10 and CBC: 2305 CRC R106.1.1		
a. Braced wall panel lengths and locations.		
b. Type and thickness of panel sheathing, connections to studs, sole plates and top plates.		
Where portions of the building do not satisfy the lateral bracing provisions:		
a. 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.		
b. 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 7-16 section 12.3.3.3 AND 12.4.3.2.		
c. Specify the minimum length of each shear wall, or shear wall segment.		
d. Provide in-plane shear capacity check for walls with height to width ratios exceeding 2:1. AWC SDPWS-2021 Section 4.3.4		
e. Specify size, type and spacing of plywood nailing and sills connections		
f. Show and specify adequate footings under all shear walls and at ends of panels with holdowns.		
g. Show and specify all lateral force transfer details on plans.		
h. Penings in shear walls must be detailed & call out on plans.		
i. 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.		

TITLE 24 BUILDING ENERGY EFFICIENCY STANDARDS (AS APPLICABLE)		
	Sheet #	Detail #
99. 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. Include on plans mandatory measures.		
100. For performance Compliance Method, all pages of the CF1R form must have the same "Report Generated" date and time. If HERS verification is required, must be registered with HERS provider.		
101. Provide the CALGreen checklist on the plans indicating all the 'green' features proposed; see: https://codes.iccsafe.org/content/CAGBSC2022/chapter-4-residential-mandatory-measures . 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		
102. Buildings finished prior to January 1st, 1994 are subject to California Civil Code Section 1101.4 for installation of water conserving plumbing fixtures. CALGreen 301.1.1.		

VENTILATION AND ACCESS FOR ATTIC AND UNDER-FLOOR (AS APPLICABLE)		
	Sheet #	Detail #
103. Show and specify attic access. Specify minimum dimensions: 22" x 30" and have a vertical height of 30 inches or greater. CRC R807 (30" x 30" when HVAC is located in the attic).		
104. 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 904.9		
105. Show and specify under floor access. Specify minimum dimensions: 18" X 24". CRC R408.4 Provide details and reference on plan.		
106. 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.		
107. 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. <ul style="list-style-type: none"> a. Where roof areas are isolated from adjacent roof areas, provide the required ventilation for each isolated area. b. Show how the California framed portion of the roof is cross ventilated. c. For additions, specify the size and location of all vents (new and existing to remain). 		
108. 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 (AS APPLICABLE)		
	Sheet #	Detail #
109. Show location of water heater, forced air unit and/or heat pump on the plans.		
110. 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		
111. Water heater installations in bedrooms and bathrooms shall comply with CPC 504 options: <ul style="list-style-type: none"> a. Option #1 - The water heater shall be of the direct vent type. b. Option #2 - 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. 		
112. Central heating furnace installations or low-pressure boiler installations in bedrooms or bathrooms shall comply with CMC 904.1 options: <ul style="list-style-type: none"> a. 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. b. Option #2: The central heating furnace or low-pressure boiler shall be direct-vent type. 		
113. Show & specify laundry tray or automatic washer standpipe for each dwelling unit. CPC Table 422.1.		
114. Ventilation for mechanical clothes dryers shall be vented to the outside and comply with CMC 502.2, CMC 50.4.4		

QUESTIONNAIRE SECTION

In order to aid homeowners in the creation and construction of ADU's. Please complete this questionnaire section to avoid having to make costly changes to plans by closely following the directions and standards outlined in this checklist.

Instructions: Please complete this section. If you do not complete this portion, your application will be deemed incomplete.

Applicant Name: _____

Project Address: _____

Planning Division Questions

#	Questions
1.	<p>Zoning. Is the property zoned R-1, R-2, R-3, HR, PC, THSP, TPSP, BHSP, ORSP, R-1-H or R-1-5000?</p> <ul style="list-style-type: none"> • To determine property zoning, see the zoning map on the City's website at this link <p>Enter Zoning: _____</p> <p>If no, then the ADU is not allowed. If yes, here are the allowed ADU types:</p> <ul style="list-style-type: none"> • Single-Family Property – One ADU and one JADU allowed. • Duplex or Multifamily Property – At least one ADU (detached or conversion), not to exceed a maximum of 25% of the total units. <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
2.	<p>Existing ADU or JADU. Has an ADU/JADU been proposed/approved for the property?</p> <p>If yes, please provide the building permit No. of the existing ADU or JAU and confirm the allowed number of ADUs have not been exceeded.</p> <p>Bld. Permit No.: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
3.	<p>ADU Type. What type of ADU are you proposing? Please check the box below:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Junior Accessory Dwelling Unit (JADU) <input type="checkbox"/> ADU (Attached: Conversion) <input type="checkbox"/> ADU (Detached: Conversion) <input type="checkbox"/> ADU (Attached: New Build) <input type="checkbox"/> ADU (Detached: New Build) <input type="checkbox"/> ADU (Multi-family Space Conversion) <input type="checkbox"/> ADU (Multi-family Structure Conversion) <input type="checkbox"/> ADU (Multi-family New Construction) </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p>IMPORTANT NOTE: If you are proposing either an ADU Attached Conversion or Detached Conversion you must provide documentation to verify the structure is permitted with a building permit on file with the Building & Safety Division. To request all building permit on file, please submit a Public Records Request with the City Clerks Office and you will receive a full building permit report within ten (10) calendar days.</p> </div> </div>

Historic Property. Is the property listed on the City's Historic Resources list or on the California Historic Resources list for Orange County?

4. If yes, please submit a detailed project narrative providing details regarding the existing historic significance and providing details regarding proposed addition materials to planner@cityofbrea.gov in order for staff to determine appropriate standards for the proposed ADU.

Yes No

Development Standards. Does your ADU meet development standards? Please visit the City's Zoning Code to determine compliance with all development standards. A planner may also provide preliminary feedback on the site plan prior to plan check submittal. Email or speak to a planner at planner@cityofbrea.gov or 714-990-7674.

- 5.

Yes No

Proposed ADU.

6. Square footage of the proposed unit: _____

Bedroom count: _____

Affordability. What is the anticipated monthly rental rate for the unit to be rented at?

7. _____
The State of California requires that we collect and report this information to determine if the City of Brea is meeting State Housing Requirements. Your answer has no impact on how your application is reviewed.

Building & Safety Division Questions

Required Forms.

8.
 - Have you completed the Building Permit Application and Waste Management Form?
 - Have you completed the Best Management Practices (BMP) Form and pasted on plans?

If no, please complete and submit both form as part of your formal building permit submittal.

Yes No

ADU New Builds. Have you conducted a soil test and provided test results? Soil test for new buildings are required pursuant to CRC R401.4. Subject to follow adopted methane mitigation guidelines. If not, your building plan check submittal will be deemed incomplete.

- 9.

Yes No

Fire Department Questions

Fire Zones. Is the property located in a fire zone? Yes No

10. **Methane Zones.** Is the property within a methane zone? Due to Brea's history of oil production, please use the [CalGEM's website](#) to verify if a well is on or adjacent to the property.

If yes, contact the Brea Fire Department by phone at 714-990-7655 for next steps.

Yes No

Address. Are addresses of the main home and ADU(s) legible and visible from the street? On the submitted site plan and elevations, show the address locations for the main dwelling unit and the ADU. The addressing request must show clear access point(s) from the public street to the unit, along with location of the address numbers. Provide details regarding the size of the proposed numbering. If no, please update the site plan and/or elevation.

11. Yes No

Fire Sprinklers.
Is the primary residence protected by fire sprinklers? If yes, the new ADU/JADU must also provide fire sprinklers.

12. Yes No

Is this an addition to the primary residence? If yes, fire sprinklers may be required based on percentage or valuation of addition.

Yes No

Public Works Department Questions

Required Forms.

- Have you completed the Preliminary Water Quality Management Checklist (PWQMP)?
- Have you completed the Address Change Form & Encroachment Permit application?

13. If no, please complete the required forms and submit at time of formal building permit submittal.

Yes No

Required Plans.

- Do you have a Site Plan that clearly demonstrates the location of all site improvements including paving/hardscape improvements? Yes No
- Do you have a Grading Plan? If not, please provide a Grading Plan that: Showcases the limits of grading for the site; Showcases on-site drainage patterns using spot elevations; and Identifies the finished floor elevation for the proposed JADU/ADU. Yes No
- Do you have an Erosion Control Plan? If not, please provide an Erosion Control Plan that identifies the contact information for the person to be contacted in case of an emergency. Yes No
- Did you provide a Utility Plan? If not, please provide a Utility Plan that identifies how the proposed ADU is served by sanitary sewer and water services and identifies any other site improvements associated with the proposed development. Yes No
- Does the Utility Plan clearly showcase both existing and proposed routing of water, sanitary water, and storm drains that serve the property (including all meters) and connections to public facilities? Yes No

14.