



## Permit Ready Accessory Dwelling Unit Program (PRADU)

In compliance with California Government Code Section 65852.27, the City of San Marcos Permit Ready Accessory Dwelling Unit (PRADU) Program encourages the construction of Accessory Dwelling Units (ADUs) by offering property owners a selection of pre-approved, detached one-story ADU building plans. Use of these plans are intended to save an applicant time and money by avoiding initial design and review costs. The PRADU plans provided by the City of San Marcos (the "City") are mostly complete. However, since every site is unique the applicant will be required to fill in project-specific information including a detailed site plan.

Additional/deferred Building Plan submittals such as roof truss systems and solar panels will be required in combination with a City provided PRADU plan. The information below has been generated by the City of San Marcos to assist you in the preparation of a Building Permit submittal for PRADU Plans; follow the steps outlined below and refer to the PRADU checklist.

**Important Note:** No alterations to the City-provided PRADU plan sets will be considered. If submitting a customized structure, please submit for a standard ADU building permit. The City may consider adding additional plan set templates to the program; if you would like to submit prepared plans to be considered for use within the City PRADU program, please contact the Planning Division for processing.

### PRADU Permit Submittals:

Applicants are required to apply for a Building permit and submit the City-provided PRADU plan set that has been updated by applicant with site-specific information detailed on the PRADU checklist and throughout the plan set template. The City will approve or deny an application for a PRADU within 30 days from the date the City receives a complete application. If the PRADU application is processed concurrently with a permit application for a new primary dwelling unit on the lot, the City may delay acting on the PRADU application until the City acts on the permit application for the primary dwelling unit.

#### Step 1: Obtain Permit Materials

#### Step 2: Review and Complete PRADU plan package

#### Step 3: Consult with City Staff

#### Step 4: Application Submittal

#### Step 5: Application Review by City Staff

#### Step 6: Permit Release/Construction/Inspection/Occupancy

### Step 1: Obtain Permit Materials

Download necessary documents from the City's website by clicking on the hyperlinks below:

1. Review Building Permit Application and submittal documents
2. PRADU Checklist (see below)
3. PRADU Plan Set



## **Step 2: Update PRADU plans template and Additional Submittal Requirements**

PRADU plan sets will require site specific information that must be filled out or selected by the applicant on certain pages. Ensure that all information is added and/or selected prior to application submittal. Review and complete the pre-submittal work listed on the PRADU Checklist and secure the services of design professionals as needed (if necessary to prepare a survey, site plan, solar or truss packages).

## **Step 3: Consult with City Staff**

If needed, you may contact [buildingdivision@san-marcos.net](mailto:buildingdivision@san-marcos.net) to discuss submittal requirements. If you have questions related to setbacks, zoning, or parking requirements, contact [planningdivision@san-marcos.net](mailto:planningdivision@san-marcos.net)

## **Step 4: Submit for Building permit**

Submit your completed PRADU application materials for a building permit. If the PRADU permit package is deemed complete, the application will be accepted for processing. If the application package is incomplete, a Building Permit Technician will work directly with you on subsequent requirements.

## **Step 5: Application Package/Plan Review**

Application package and plan review will be conducted by the Planning, Building, Land Development Engineering, and Fire Prevention Divisions. The City will approve or deny the application for a PRADU within 30 days from the date the City receives a complete application. If corrections are required or deferred submittals are not provided by the applicant, the PRADU materials and plans may need to be revised as appropriate and resubmitted to the Building Division. The City will review the resubmitted documents and approve or deny within 30 days from the date the permit package is resubmitted.

## **Step 6: Permit Release/Construction/Inspection/Occupancy**

When all plan reviews, including deferred submittals, have been conducted and approved by applicable City Divisions and permit fees paid in full, the Building Permit is ready for issuance. A Building Permit may be issued ONLY to either a Property Owner or licensed California State Contractor. After a permit is issued, construction may commence, and Building Inspections scheduled. Once all necessary inspections have been completed/passed, the permit is 'Finaled' with a Certificate of Occupancy provided by the Building division; then the PRADU may be occupied.

## **PERMIT READY ACCESSORY DWELLING UNIT (PRADU) CHECKLIST**

There will be no exceptions to alteration of the City-provided PRADU plans. To maintain the PRADU review times, it is strongly recommended to consult a licensed professional for the Roof Truss, Solar, and (possible) Fire Sprinkler deferred systems. Although not required at time of PRADU application submission, these requirements will be reflected during first review and could delay PRADU occupancy if not provided early in the application process.

To be deemed a complete application and PRADU plans accepted for review, all information below must be listed on or within the City-provided PRADU plan set. Deferred submittals such as trusses and solar must be submitted with or within a short time of PRADU plan set to maintain the completed application status that is subject to shortened review periods.



## PERMIT READY ACCESSORY DWELLING UNIT (PRADU) CHECKLIST , cont.

The following checklist is informational and does not need to be uploaded with the application package.

\_\_\_\_\_ Applicant Contact Information, there will be only one person designated to communicate with the City

\_\_\_\_\_ Detailed Site Plan including:

\_\_\_\_\_ Vicinity Map

\_\_\_\_\_ Owner Information

\_\_\_\_\_ Scope of Work

\_\_\_\_\_ APN/Parcel Number with zoning reference

\_\_\_\_\_ Fill Out Pervious/Impervious Area Table and ensure consistency with Site Plan and Storm Water Quality Management Plan (SWQMP)

\_\_\_\_\_ Provide Land Disturbance Quantity (Cubic Yards) and ensure consistency with site plan and grading schedule.

\_\_\_\_\_ Provide Complete BMP Plan and Coordinate with Storm Water Quality Management Plan (SWQMP)

\_\_\_\_\_ Provide Standard Project SWQMP form

\_\_\_\_\_ Fill-Out/Select any additional information prompted on plan sheets

\_\_\_\_\_ Consult local Fire District to determine other potential requirements;  
prepare and submit (possible) Fire Sprinkler deferred systems (determined after first review)

\_\_\_\_\_ Prepare deferred submittals of Roof Truss and Solar PV; consider consulting a licensed professional

\_\_\_\_\_ Contact utility companies (SDGE, School District, Water/Sewer)  
for fees or submittals that may apply from them directly.