3 Complete Sets of Plans
Must be on 24” x 36” paper, drawn to scale using English measure, and signed by the architect, engineer, draftsperson or person who drew them. A reduced sized civil set is required as well.

Plans must be submitted collated and bound
- Title Page
- Site Plan – Setbacks, easements, sewer & water lateral shown
- Floor plan – Existing and Proposed, including F.A.R. calculation
- Foundation Plan and Footing Details (if applicable)
- Floor framing plan
- Roof framing plan
- Elevations – All 4 sides
- Cross sections
- Window & Door Schedule
- Electrical Plan
- Plumbing Plan
- Mechanical Plan
- Two (2) sets of structural calculations, if applicable
- Two (2) sets of truss calculations, if applicable
- Two (2) sets of energy calculations, if applicable
- Construction Waste Manager Plan (CWMP)

Partial plan submittals will NOT be accepted.

Additional documents that may be required:
- Geologist/Soils Report or Waiver Form
- Fire Sprinklers (if applicable)
- Special Inspector Letter of Hire
- Stormwater Requirements Applicability Checklist (PW)
- Grading Permit
- Encroachment Permit
Accessory dwelling units are allowed in any zoning district that allows residential uses insofar as there is an existing single-family residence on the lot.

Each accessory dwelling unit shall meet the requirements for building height, setbacks, yards, and lot coverage for principal buildings of the zoning district in which it is located, except that a detached accessory dwelling unit may exhibit a minimum side yard and rear yard setback of five feet and a maximum height of 15 feet.

Detached ADUs, not meeting the setback requirements of the primary dwelling, are limited to a maximum height of fifteen (15) feet, unless built above an existing garage or resulting from the conversion of an existing structure which is taller than fifteen (15) feet in height.

Accessory dwelling units are required to follow the same building and safety requirements as the principal dwelling.

Accessory dwelling units are required to provide fire sprinklers only insofar as they are required for the principal dwelling.

There shall be a minimum five to eight foot separation between a detached accessory dwelling and any adjacent structure or building depending on setbacks.

The floor area of an attached accessory dwelling unit shall not exceed fifty percent (50%) of the existing living area of the primary residence. In no case shall the total floor area of a detached accessory dwelling exceed one thousand two hundred (1,200) square feet.

There shall be no more than one accessory dwelling unit per lot.

An attached accessory dwelling unit shall have independent exterior access from the existing residence.

No increased setback shall be required for an existing garage that is converted to an accessory dwelling unit and a setback of no more than five feet from the side and rear lot lines shall be required for an accessory dwelling unit that is constructed above a garage.

When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU, off-street parking spaces shall be replaced. Replacement spaces may be located on the same lot as the ADU, and may be accommodated through covered spaces, uncovered spaces, or by the use of mechanical automobile parking lifts.

For more information please see: St. Helena Municipal Code Section 17.116.030

No increased setback shall be required for an existing garage that is converted to an accessory dwelling unit and a setback of no more than five feet from the side and rear lot lines shall be required for an accessory dwelling unit that is constructed above a garage.

When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU, off-street parking spaces shall be replaced. Replacement spaces may be located on the same lot as the ADU, and may be accommodated through covered spaces, uncovered spaces, or by the use of mechanical automobile parking lifts.

For more information please see: St. Helena Municipal Code Section 17.116.030

5. Ceiling height shall be not less than 7′ except in bathroom and laundry rooms which are allowed to be 6′ – 8” minimum. R305.

6. Sleeping rooms shall comply with Emergency Escape and Rescue Openings requirements of Section R310. Minimum net opening of 5.7 square feet, net clear height of 24”, and net clear open width of 20”. Sill height shall not exceed 44” above finished floor.

7. Not less than one 32” side-hinged egress door shall be provided that opens to a public way, yard or court that opens to a public way. R311

8. Fire sprinkler system is required if the main structure on the property has a sprinkler system. R313

9. Smoke and Carbon Monoxide detectors shall be installed (120 volt with battery back-up, and interconnected to all detectors) R314, R315.

10. Unit shall comply with the current California Electrical Code requirements, including Arc-fault and Ground-fault circuit protection, and tamper-resistant receptacles.

11. Accessory Dwelling units shall also comply with the current adopted California Plumbing, Mechanical and Energy Codes.

**PUBLIC WORKS REQUIREMENTS**

- Water Neutrality Analysis-2 copies of 8 1/2 x 11 and also replicated on the plan sets
- Grading Plans– if adding a new structure
- Show all existing and proposed utility locations, including tie-ins to buildings and city systems
- Install a Backflow Prevention behind water meter per City Standard 105