



# City of Millbrae

## PRE-APPROVAL OF ADU PLANS - SUBMITTAL CHECKLIST

Pursuant to state law, the City of Millbrae accepts submittal of detached Accessory Dwelling Unit (ADU) plans by qualified professionals for pre-approval on properties with standard site conditions (flat building site). The pre-approved ADU program is not applicable to hillside sites, flood zone area, fire hazard severity zones, or zoning districts other than R-1 or R-2. Any site-specific requirements will be verified during site specific building permit process. This submittal checklist is intended for qualified licensed professionals applying for pre-approval of ADU master plans only.

### I. FORMS AND DOCUMENTS

A.	Applicant Authorization for Website posting form	<input type="checkbox"/>
B.	Preapproved Accessory Dwelling Unit Submittal Checklist	<input type="checkbox"/>
C.	Indemnification	<input type="checkbox"/>

### II. PLANNING REVIEW REQUIREMENTS

D.	One PDF set of unsecured construction documents.	
	100% construction documents to current code excluding site plan and foundation plan and details.	<input type="checkbox"/>
	Stamped and signed by design professionals, if applicable.	<input type="checkbox"/>
	Minimum sheet size 24"x36".	<input type="checkbox"/>
	Minimum 1/4" = 1'-0" scale; scale should be consistent across all drawings.	<input type="checkbox"/>
E.	Floor Plans with:	
	Dimensions and floor area calculations (Floor area is the total area, in square feet, inclusive of the exterior walls and exclusive of porches, balconies, and decks).	<input type="checkbox"/>
	Kitchen and cooking facilities (ADU must provide independent cooking facilities). The kitchen must include 240 volts for a range.	<input type="checkbox"/>
	All proposed rooms are shown and labeled.	<input type="checkbox"/>
	All doors, windows, bay windows, chimneys, stairways, and similar features are clearly shown.	<input type="checkbox"/>
	All decks, balconies, and porches are shown and labeled.	<input type="checkbox"/>
	All exterior dimensions.	<input type="checkbox"/>
F.	Elevations with:	
	Full exterior dimensions including building height.	<input type="checkbox"/>
	All exterior walls, roof, architectural features, doors, windows, trim, downspouts, and roofing material are shown.	<input type="checkbox"/>
G.	Roof Plan.	<input type="checkbox"/>

### III. BUILDING REVIEW REQUIREMENTS

H.	All construction documents submitted for the Planning Review in Section II.D through II.G above.	<input type="checkbox"/>
I.	Applicant's contact information (address, phone number and email)	<input type="checkbox"/>
J.	Title 24 energy compliance report stamped and registered. Title 24 calculations must be for all orientations in Climate Zone 3.	<input type="checkbox"/>
K.	City of Millbrae Green Building Code mandatory checklist.	<input type="checkbox"/>
L.	Fire resistant construction details per CRC R337.	<input type="checkbox"/>
M.	Aging in Place detailing per CRC R327.	<input type="checkbox"/>
N.	1-hour fire-rated exterior wall and eave details where ADU is located less than 5 feet from the property line or less than 10 feet from any adjacent building.	<input type="checkbox"/>
O.	Structural calculations using design criteria: Seismic Design Category E. The basic wind Speed 92 mph.	<input type="checkbox"/>
P.	Truss calculations, if applicable.	<input type="checkbox"/>

Submitted ADU plans must include details such as:

- ✓ Utility and HVAC plans for waste/vent, type of piping material, location of gas lines, water supply lines, sewer line, water heaters with size and input BTU rating, gas line schematic and calculations for sizing of pipe.
- ✓ Electrical plans that identify the location of all receptacles, lights, fans, motors, switches, disconnects, panels, services, and battery/solar/gensets (if applicable).
- ✓ Structural plans that detail the construction of foundation, framing, roof framing plan, identifying the location of sections and all construction details.
- ✓ Foundation plans that specify footings, foundation walls, piers, and columns, beams and pilasters, direction, size and spacing of floor joists/trusses.
- ✓ Framing plans that specify the size, number, spacing, location, methods, and construction details of the structural members to support all loads. Floor framing such as joists, girders, columns; Wall framing openings and ceiling heights; and Rafters including span and slope.
- ✓ Designs should include options for exterior finish materials to ensure architectural compatibility with primary dwelling unit and surrounding neighborhood in compliance with local objective standards.
- ✓ Include structural calculations, energy calculations, door/window schedules, Title 24 lighting, kitchen features, Cal-green, and waste and recycling management plan or checklists, as applicable.

## ADVISORY NOTICE TO APPLICANTS

*The following items will be required when the site-specific ADU application is submitted*

Grant Deed with Legal description.
Authorization for use of preapproved ADU plans from vendor
Identification of the preapproved ADU plans consistent with planning approval and planning preapproved ADU approval stamp on the floor plans and elevations.
Site plan that includes the following information:
Property lines called out with dimensions, lot size, roadways, and easements.
A surveyor map is required if the proposed ADU is located less than 10 feet from any property line.
Location of all existing and proposed buildings and structures including the primary residence and proposed ADU.
Dimensioned ADU setbacks at the closest point from property lines and other structures.
Location of water and sewer lines.
Location, species type, common name, diameter at 54" above natural grade, and accurate driplines for all trees over 5 inches in diameter within 50 feet of construction area.
Existing and/or proposed driveway(s) and parking spaces (standard parking space is 9' x 19').
North Arrow.
Grading and drainage plan to show existing and finish grade, all piping systems with size, slope, and alignment to ensure sloping away from the building, and away from neighboring properties and the method of discharge.
Foundation Plan and Foundation Details (Depending on site soil conditions these may need to be stamped and signed by a licensed engineer).
Geotechnical Investigation Report where required. A geotechnical report may be required where the slope of the site is greater than 5% or 1'-0" across ADU.
An arborist report is required for any protected tree within 10 feet of any proposed ADU. Protected trees are defined in section 8.60.060 of the Millbrae municipal code.

Please direct all questions regarding these submittal requirements to the  
Community Development Department at (650) 259-2341.

**Community Development Counter Hours:**  
Monday – Friday 9:00 a.m. - 4:00 p.m.