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## PROCESSING GUIDE PRE-APPROVED ACCESSORY DWELLING UNITS



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561  
[www.stocktonca.gov/buildinginspection](http://www.stocktonca.gov/buildinginspection)

The City has developed a program to encourage the construction of ADUs by offering a selection of pre-approved ADU building plans. These permit-ready plans are complete sets of construction drawings to the latest codes. These drawing packages are pre-approved by the Building Division and are available “off-the-shelf” at no cost.

This guide will assist you in the preparation of your building permit submittal for your pre-approved ADU. Please follow the steps outlined below.

**Step 1:** Review the Accessory Dwelling Unit Guide to determine the feasibility of constructing an ADU on your property. The ADU Guide is on the City website at [www.stocktonca.gov/ADU](http://www.stocktonca.gov/ADU)

**Step 2:** Contact the City of Stockton Planning Division at (209) 937-8266 or by visiting the Permit Center at 345 N. El Dorado St., Stockton, CA 95202.

The Planning Division will review your site and determine if a pre-approved ADU plan is suitable for your location. These pre-approved ADU plans may not be an option in certain Design Districts throughout the city.

**Step 3:** Prepare a Site Plan showing all existing structures, easements, utilities, and the proposed location of the ADU. A sample Site Plan can be found on the City website here: [http://www.stocktongov.com/files/B\\_Sample\\_Site\\_Plan.pdf](http://www.stocktongov.com/files/B_Sample_Site_Plan.pdf)

**Step 4:** Compile all permit documents below.

- [Building Permit Application](#)
- [Hold Harmless Agreement](#)
- [Owner/Builder Form \(if applicable\)](#)
- Contractor’s Authorization letter (if applicable)
- [Site Plan](#)

**Step 5:** Schedule an appointment with the Planning and Building Divisions.

Bring all files on a USB device to the Permit Center at 345 N. El Dorado St., Stockton, CA 95202 at your appointment time. Planning and Building staff will review your site and submittal documents and provide feedback or prepare the permit for issuance. If everything is in order, your chosen pre-approved ADU plans will be added to the submittal for final processing.

**Step 6:** The Building Department will contact you regarding the permit fees for the project and any additional information that may be required. Once all fees are paid and all information received the Building Permit will be issued for construction. Note: Separate School District developer fees may be owed prior to permit issuance.