



City of Pomona Development Services Department
**Accessory Dwelling Unit (ADU)
Plan Check Guide**

BEFORE YOU SUBMIT

Separate Address for the ADU – Public Works 909-620-2281

- A new address assignment for the ADU is required PRIOR to plan check submittal. See Publics Works.
- All plans should reference the new address for the ADU.
- A new address is required for separate mailing by the United States Postal Service.
- A new address is required for separate gas and/or electric utility meters. Southern California Gas and Southern California Edison **WILL NOT** set an additional meter for an existing billing address. Contact the respective utility agency for questions regarding new meters.
 - SCE 1-800-655-4555
 - So Cal Gas 1-877-238-0092

Water and Sewer Services – Water Resources 909-620-2212

- Prior to finalizing your plans for submittal, it is important to determine if you will need to upsize your main water line or your main sewer line. The number of all plumbing fixtures that will be feeding into the existing water and sewer lines for your property may be impacted by the addition of bathrooms, kitchens, laundry rooms, etc.

Electrical Services - Building & Safety 909-620-2371

- If a separate meter is not proposed for the electrical utilities, a Load Calculation for the existing panel will be required when your plans are submitted in order to determine the ability of your existing service to provide sufficient power to the new ADU. In some cases a separate meter may be required.
- If a subpanel is proposed a single line diagram will be required upon submittal, showing the main panel size and location for the exiting dwelling and the subpanel size and location for the ADU along with the location of any new conduit connecting the main dwelling panel to the ADU subpanel.

Gas Services - Building & Safety 909-620-2371

- If a separate gas meter is not proposed, it is important that you determine the capability of your existing gas line to provide enough gas pressure to any additional gas outlets that may be a part of your ADU development such as gas stoves, gas water heaters, gas furnaces or gas wall heaters. In some cases a separate meter may be required.
- It is recommended you consult with So California Gas prior to determining how the utilities will be set up at your property and any costs involved before you finalize your plans for submittal. They can provide you with cost information and availability of services.

Zoning Standards - Planning 909-620-2191

- Contact Planning regarding applicable development standards including, but not limited to, setbacks, building height, lot coverage, unit size, etc.
- For ADUs proposed in Historic Districts, a Major Certificate of Appropriateness approved by the Historic Preservation Commission may be required.
- For ADUs that do not meet the established development standards, A Conditional Use Permit approved by the Planning Commission may be required.



City of Pomona Development Services Department
**Accessory Dwelling Unit (ADU)
Plan Check Guide**

WHAT TO SUBMIT

Contact the Building & Safety Department at (909) 620-2371 for any additional information regarding plan check submittals.

GENERAL:

- An initial plan check submittal will consist of five (5) complete sets of plans.
- Plans will be required to include the following elements:
 - Drawn to the scale indicated on the plans
 - Permanent copies shall be submitted, *not drawn with pencil*
 - Printed on substantial paper, a minimum of 11" x 17" in size
 - Signed by the individual responsible for drawing the plans
 - Plans prepared by professionals shall bear the seal and wet signature of the professional

TITLE SHEET:

- Include a comprehensive scope of work on the Title Sheet.
- If requesting separate utility meters, indicate on permit application and in scope of work.
 - Contact applicable utilities directly for separate permitting requirements

SITE PLAN:

- Required even if the ADU is entirely within the envelope of existing home, and should include the following:
 - Owner's name and address
 - Site Address
 - Legal Description of Property
 - Distances between Structures
 - Percentage of lot landscaped
 - Indication of Type of Proposed ADU
 - Detached, Attached (Addition), or Interior (Repurposed/Converted Existing Space)
 - Locations of Property Lines, Exterior Walls/Fences, and all recorded Easements
 - Setbacks from Property Lines to all Existing and Proposed Structures
 - Locations of All Existing or Proposed Utility Easements, Services, and Connections
 - In some instances, a Topographic Survey, Grading Permit, and/or Geotechnical Report may be required. See the Building and Safety Department for more information.
- Contractor's name and address
- Assessor's Parcel Number (APN)
- Lot size
- Lot Coverage Calculations

FLOOR PLAN:

- Provide floor plans of both the principal residence and the proposed ADU with all rooms and areas labeled with their respective uses
- Provide the size and location of all headers, doors and windows.
- Label and depict all kitchen and bathroom equipment/components.
- Include the location and descriptions of any rough in facilities (e.g., preliminary plumbing, electrical and/or mechanical building materials such as mechanical ducts, electrical circuits/outlets, gas lines/outlets and water and waste lines for future kitchen and/or sanitation improvements without making any final connections).
 - Rough-ins shall not be permitted if the installation triggers another building use that is not allowed on the property under review.



City of Pomona Development Services Department
**Accessory Dwelling Unit (ADU)
Plan Check Guide**

WHAT TO SUBMIT (CONTINUED)

ELEVATIONS:

- Provide to-scale elevations of all sides of the main residence and the proposed ADU depicting all openings as well as exterior finishes, veneers, planters and roof coverings.
- Show the location of doors, windows, chimneys, and attic vents.
- Dimension the maximum heights of all structures on the lot.
 - Use North, South, East and West Identifications
- If the ADU will be in a new detached structure, include photos of the primary residence for architectural context.
- Identify all construction materials, finishes and colors.

ROOF PLAN:

- Plans are required to demonstrate how the project ties in with the existing roofing of main dwelling, HVAC, and flashing requirements.
 - Provide cross sectional elevations, indicating all the necessary components (such as roof layout and materials).
- Indicate on the plans that roofing materials will match those of the primary structure.
- Roof eave dimensions.
- Roof pitch (3:12 min.)

FOUNDATION PLAN:

- Show the location of all footing and masonry walls.
- Provide cross sectional details of the footings, showing:
 - Distance between Natural Grade
 - Height above Adjacent Grade
 - Hold Down Bolts
 - Anchor Bolt size and spacing
 - Reinforcements as required by the soils report, if any

FINISH SCHEDULE:

- Show the wall, ceiling, and floor finishes.
- Identify the U-factor and SHGC of the proposed windows.

ENERGY:

- Include both Title 24 calculations and compliance forms for energy conservation documentation.
- Show the location and size of the water heater(s), furnace, and air conditioning units.
 - State whether you are tying into the existing system or adding a new system.

SMOKE ALARMS:

- A Smoke Alarm and Carbon Monoxide Detector are required to be installed on the ceiling or wall outside of each sleeping area in the immediate vicinity of bedrooms, in each room used for sleeping and on each story.
 - The smoke alarms may be solely battery operated when installed in existing residences.

Department Contact Numbers:

Building and Safety – (909) 620-2371
Public Works – (909) 620-2281
Water Resources – (909) 620-2212
Planning – (909) 620-2191
L A County Fire – (909) 620-2402