



CITY OF SOLEDAD
BUILDING & PLANNING DIVISION

ADU HANDBOOK

Guidebook to a new
Accessory Dwelling Unit
in the City of Soledad (2024)

**FREE PRE-APPROVED
PLANS AVAILABLE**

*Available Pre-Approved ADU Plans are
brought by the collaboration with City of
Salinas, City of King and Design Path Studio*



DESIGN PATH STUDIO
architecture + planning



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STEP 1: IN-PERSON CONSULTATION WITH PLANNING DIVISION



WHAT IS AN ADU?



DEFINING AN ADU

PER HCD ADU HANDBOOK (2022)

An ADU is accessory to a primary residence and has complete independent living facilities for one or more persons and has a few variations:

- **Detached:** The unit is separated from the primary structure.
- **Attached:** The unit is attached to the primary structure.
- **Converted Existing Space:** Space (e.g., master bedroom, attached garage, storage area, or similar use, or an accessory structure) on the lot of the primary residence that is converted into an independent living unit.
- **JADU:** A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence

PURPOSE OF AN ADU

An ADU can be an attached or detached residential dwelling unit that is frequently rented. Typically, ADUs are built as smaller residences on the same property as a primary single-family residence but still provide complete and independent living facilities for one or more persons. ADUs must include a permanent kitchen, sleeping and living area and bathroom. ADUs may also be built within the existing structure of the primary residence, which could include converting garage space, converting or expanding existing living space, or building out a smaller area of existing living space as a separate unit (called a Junior ADU). ADUs are also allowed on multifamily parcels and within multifamily buildings. This handbook describes the different types of ADUs allowed and gives an overview for those who want to rent one and those who want to build/ own one. ADUs can also be an efficiency unit and a manufactured home..





STEP 1: IN-PERSON CONSULTATION WITH PLANNING DIVISION



A consultation with Planning Division to discuss constructing a new ADU is highly recommended. To schedule an in-person consultation with Planning, call 831-223-5170 or email planning@cityofsoledad.com. During the consultation, the planner will assess the property and determine if your preferred ADU plan fits based on lot size and zoning. They can also assist with additional development or design standards that may have an impact on the style and size of your new ADU.

INFORMATION NEEDED

FOR IN-PERSON CONSULTATION

1. Property Address.
2. Multiple angle photos of your principal structure, an aerial image of the property, and photos of area where the proposed ADU would be placed.
3. Preferred floorplan and design, whether it's a pre-approved plan or your own design (cannot exceed 1,200 s.f., per State Law).
4. Measure and draw the shape of your lot: provide an outline of your current house and other permanent structures where they exist on your lot, such as a garage with dimensions.

REVIEWING YOUR PROJECT

Upon review of the property, the planner will either authorize approval by signing off on the Consultation Form or provide you with feedback on additional requirements. *The Hold Harmless Statement is intended to be signed by anyone who submits an application to build a Pre-Approved Detached ADU. The Consultation Form includes a checklist of all design standards that will be specific your property. It will also have a checklist of documents that will need to be included at the time of permit application, you must retain a copy for your records. Note, the property owner must provide the necessary information and resources for a planner's assessment before receiving a signed copy of the Consultation Form



THINGS TO CONSIDER FOR AN ADU

- Zoning
- Objective design and development standards
 - Setbacks
 - Separation between structures
- Style of main dwelling
 - Material
 - Roof
 - Windows and trim
- Grant Deed/Deed Restriction
- Hold Harmless Statement (Pre-Approved Plans Only)





STEP 1: IN-PERSON CONSULTATION WITH PLANNING DIVISION



DESIGNING AN ADU



PRE-APPROVED

ADU PLANS

The City of Soledad is offering property owners a selection of Pre-Approved ADU plans to promote the construction of new detached ADUs. In partnership with Design Path Studio, 4 architectural styles and 4 different unit sizes were drafted:



1A: (495 s.f.)
1 bed / 1 bath



1B: (553 s.f.)
1 bed / 1 bath



2A: (749 s.f.)
2 bed / 2 bath



2B: (746 s.f.)
2 bed / 1 bath

CREATE YOUR PLANS

While pre-approved plans are available for the residents of Soledad, property owners can also choose to hire a professional architect or designer to create plans based on their specific preferences. The size of an ADU depends on the type of ADU you are interested in:

- Garage Conversion / Junior ADU (JADU)
- Attached ADU or
- Detached ADU

Nonetheless, the max unit size is 1,200 s.f. and the final design must adhere to the design standards of the main dwelling. The professional architect or designer will be responsible for creating a complete set of plans that include the desired materials and schematics chosen by the property owner.

With pre-approved plans, they feature configurable choices regarding external style and materials used but will ultimately abide by the design standard of the main dwelling unit. Pre-approved plans reduce preconstruction fees and expedite the permitting process but also require additional documents and schematics from the property owner at time of submittal.

Please use this guidebook to assist in proceeding with ADU Plans and permitting process. All pre-approved plans and forms are available by clicking the link below on the City of Soledad website.





GARAGE ADU OR JADU



JUNIOR ADU

JADU's are no more than 500 square feet and are typically bedrooms in a single-family home that have an entrance into the unit from the main home and an entrance to the outside from the JADU. The JADU must have cooking facilities, including a sink, but is not required to have a private bathroom.

- *Max 500 s.f.*
- *Owner
Occupancy is
Required*

GARAGE CONVERSION

A garage conversion uses your existing garage (or a portion of it) into living space. The new living space will be required to comply with current residential code and energy code requirements.

Owner occupancy may not be required if the ADU is permitted before the end of 2024. After that point, some jurisdictions may require owner occupancy and others may not. Currently in Soledad, Owner Occupancy for Garage Conversions is not required.

For more details on the requirements to design a Garage ADU or JADU, please refer to the next page.





STEP 1: IN-PERSON CONSULTATION WITH PLANNING DIVISION



GARAGE CONVERSATION/JADU

CALIFORNIA STATE LAW REGARDING GARAGE CONVERSION ADUS*
CA GOVT. CODE SECTIONS 658.2 AND 65852.22

EXISTING ATTACHED GARAGE

EXISTING DETACHED GARAGE

ADU or JADU

TYPES

ADU

- Conversion
- Teardown & Rebuild

No setback requirements from the side and rear property lines if the footprint doesn't change.

SETBACKS

No setback requirements from the side and rear property lines if the footprint doesn't change.

Any additions to the garage will need to meet setback requirements, which local jurisdictions cannot require to exceed 4' from the rear and side property lines.

No replacement parking is required for an ADU. However, a local government may require replacement parking for a JADU garage conversion.

PARKING

No replacement parking is required.

Fire sprinklers are not required if the primary dwelling does not have sprinklers.

FIRE SAFETY

Fire sprinklers are not required if the primary dwelling does not have sprinklers. Local government may require sprinklers if ADU does not meet local fire access requirements (i.e. less than 150-200 feet from curb).**

*** Building code may require a fire-rated wall if the ADU wall(s) is/are within a certain distance from the main house and/or the side or rear property lines*

*Information brought to you by: [Garage and JADU Requirements](#) provided by [HCD.CA.GOV](#)





STEP 1: IN-PERSON CONSULTATION WITH PLANNING DIVISION



GARAGE CONVERSATION/JADU

CALIFORNIA STATE LAW REGARDING GARAGE CONVERSION ADUS*
CA GOVT. CODE SECTIONS 658.2 AND 65852.22

EXISTING ATTACHED GARAGE

EXISTING DETACHED GARAGE

N/A

FOOTPRINT

If the existing garage is demolished, an ADU with the same dimensions, including height, can be built on the footprint of the existing garage.

- JADU — 500 sq. ft.
- ADU — same as the size of the garage being converted.

SIZE

Same as the size of the accessory structure being converted. The size may be increased by 150 square feet to accommodate entering and exiting the ADU.

- Must have an exterior entrance separate from the main house.
- ADU may have (but is not required) to have a doorway between it and the main dwelling (subject to local rules)

ACCESS

Must have an exterior entrance separate from the main house.

Fire sprinklers are not required if the primary dwelling does not have sprinklers.

FIRE SAFETY

Fire sprinklers are not required if the primary dwelling does not have sprinklers. Local government may require sprinklers if ADU does not meet local fire access requirements (i.e. less than 150-200 feet from curb).**

** Building code may require a fire-rated wall if the ADU wall(s) is/are within a certain distance from: a) the main house and/or b) the side or rear property lines

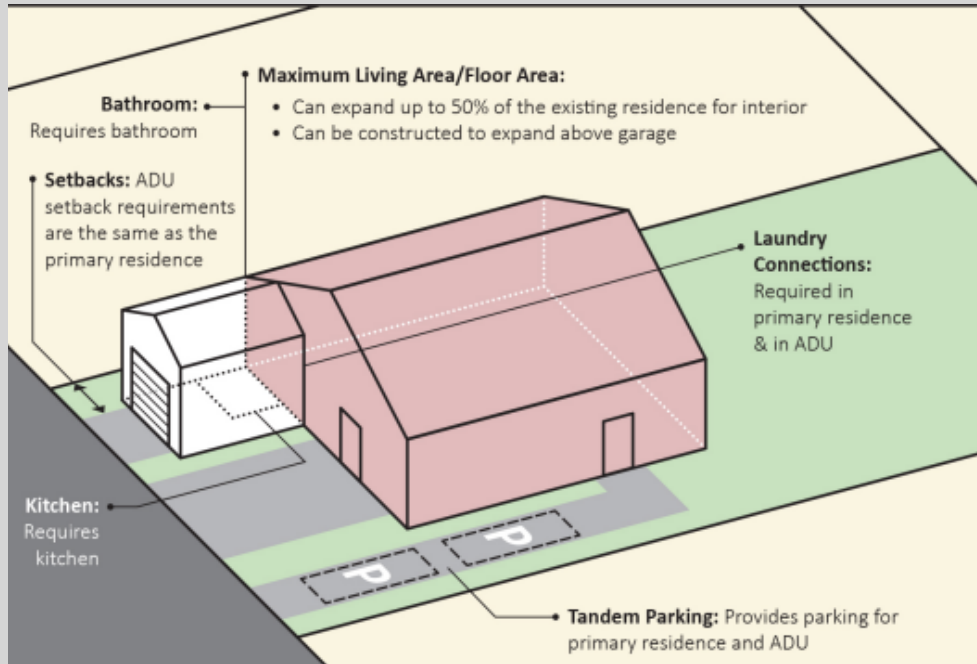




STEP 1: IN-PERSON CONSULTATION WITH PLANNING DIVISION



ATTACHED ADU



CITY OF SOLEDAD + PLACEWORKS ADU HANDBOOK (2021)

REQUIREMENTS:

ZONING

Allowed on all lots zoned for single-family or multifamily residences

SETBACKS

Side- Same as primary dwelling
Rear- Same as primary dwelling

QUANTITY

One (1) allowed per lot

ENTRANCES

Exterior entrance required

FLOOR AREA

50% of the floor area of the primary residence; not to exceed 1,200 sf.

KITCHEN

Kitchen required

HEIGHT

Maximum height is 16 feet

PARKING

No additional off-street parking required when the ADU is part of a proposed or existing primary residence or accessory structure.

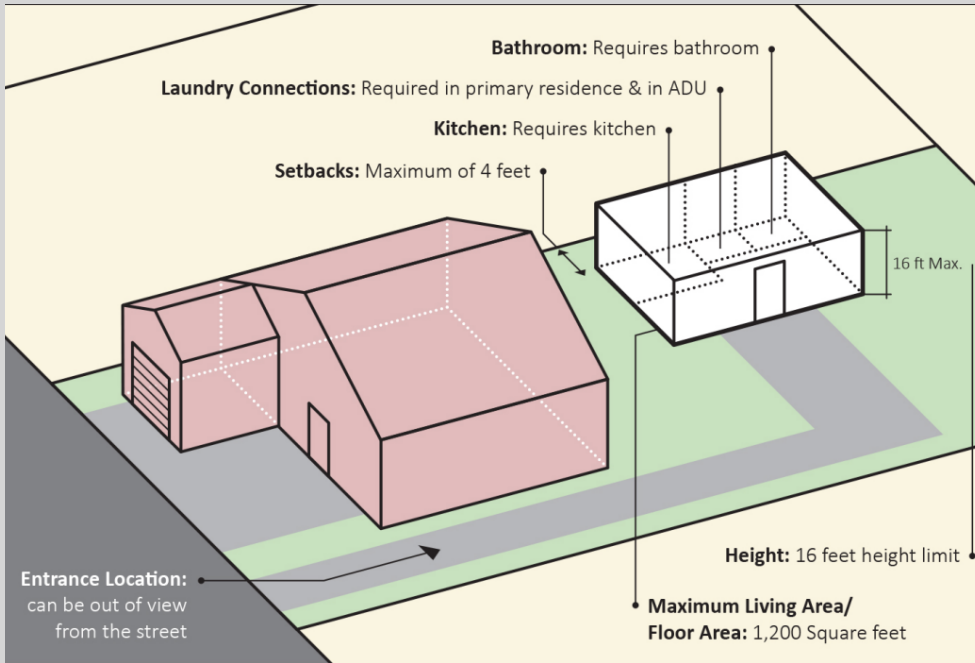




STEP 1: IN-PERSON CONSULTATION WITH PLANNING DIVISION



DETACHED ADU



Pre-Approved plans are available at no cost for Soledad residents.

Although the building plans are designed for approval, applicants must consider the requirements below and the requirements in obtaining a site plan.

CITY OF SOLEDAD + PLACEWORKS ADU HANDBOOK (2021)

REQUIREMENTS:

ZONING

Allowed on all lots zoned for single-family or multifamily residences.

QUANTITY

One (1) allowed per lot; up to two (2) in multifamily lots.

SIZE

Not to exceed 1,200 s.f.; ADU's over 500 s.f. will account for School Impact Fees; ADU's over 750 s.f. will account for City Impact Fees

HEIGHT

Maximum height is 16 feet

SETBACKS

Side- Four (4) feet
Rear- Four (4) feet

Building code may require a fire-rated wall if the ADU wall(s) is/are within at least six (6) feet of: a) the main house and/or b) the side or rear property lines

ENTRANCES

Exterior entrance required

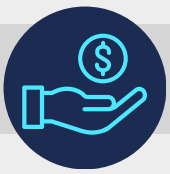
KITCHEN

Kitchen required

PARKING

One (1) off-street parking space required within the property, unless 1/2 mile from a transit stop.





STEP 2: DETERMINING COST & FINANCING



Before proceeding with constructing an ADU, determine if the overall cost is within your financial means. To assist with determining the projected expenses, review the following soft and hard costs. Soft costs are correlated with services that are not direct construction costs. Hard costs are correlated with direct construction such as material and labor.



Impact Fees can make a difference from a \$2,500 Building Permit to a \$25,000 Building Permit. Please consult with the Building Division for more information.



SOFT COSTS

- Architect/Draftsman/Contractor/ Engineer
- Site Plan & Energy Calculations
- Soil Report (if needed)
- Truss Calculations (if needed)
- Building and Planning Fees
- Local School Fees (if over 500 s.f.)
- Local & Regional Impact Fees (if over 750 s.f.)



Solar Panels required on all new detached ADU's. Fire sprinklers are required if the main dwelling is sprinklered. New water and sewer is on a case by case basis.



HARD COSTS

- Building Materials & Labor
- Photovoltaic System (Solar Panels)
- PG&E Electrical Upgrade or New Connection;
- Fire Sprinklers (if needed)
- Water and Sewer Upgrade and/or New Connection



STEP 3: OBTAINING A SITE PLAN



Site plans will show how the project will be situated and oriented on the parcel as well as how it will interact with the already-existing structures on site. This site plan can be prepared by the property owner or a design professional. It must contain all the information included in the “Site Information Checklist.” If choosing to draw the site plan as an Owner, refer to the Site Information Checklist, Sheet AS.2, of the Pre-Approved ADU Plan. City staff will NOT process inaccurate or incomplete plans. If hiring a design professional to complete the required site plan, follow the steps below



Consider a designer, draftsman, architect, engineer or general contractor when drafting ADU plans



Obtain costs from 2-3 different cost estimates, compare and choose the best one for you

SITE INFORMATION CHECKLIST:

TO BE INCLUDED ON SITE PLAN

- All exterior site boundaries correctly scaled and dimensioned
- North Arrow
- Scale of Plans, Graphic and Written
- Legend Symbols, Lines, Abbreviations ETC. Used on Plans
- Site Contours, Grade Elevation, and other topographic features
- Location and dimension of all driveway, sidewalks to and from the ADU, access roads and curb cuts
- Show fire access roads / driveway - max fire house pull of 150 FT length
- Location and dimensions of all easements (electric, water, gas, sewer, ETC)
- Required and proposed building setbacks
- Location of all existing and proposed buildings and structures
- Distance of all structures from each other and from property lines
- Location and height of all fences and retaining walls

- Location and size of off-street parking
- Location of existing and proposed vegetation
- Location of existing and proposed utilities to new ADU
- Location of existing and new utilities (sewer lateral clean-outs. Gas lines, electrical overhead, or underground conductors.)
- New sewer lateral serving the new ADU is not allowed to connect under existing foundation (CPC 311.11)
- ADU sewer line cannot be connected directly to existing main dwelling unit
- Location of existing and new meter location (gas, electrical, water.)
- Site plan signed by preparer
- Provide a photo from the street of the existing main dwelling

**If you use pre-approved plans, please note, the cost for a site plan is significantly less than plans for an ADU.*

If you think you may have an easement on your parcel, check with the Planning Division planning@cityofsoledad.com





SITE PLAN EXAMPLE



Please note that using this sample site plan does not limit what the City Planning and Building Department may request upon review. Additional information may be required upon request.

The "*" Symbol Need to Indicate Distance Measured in Feet

Provide your property line and lot dimensions

Provide all setbacks and distance measurements where appropriate

Show new electrical panel location and line

Must show whether a new water meter or sub-meter will be installed

*a Sub-Meter can connect from a main dwelling, a single water meter has to connect from the main water line

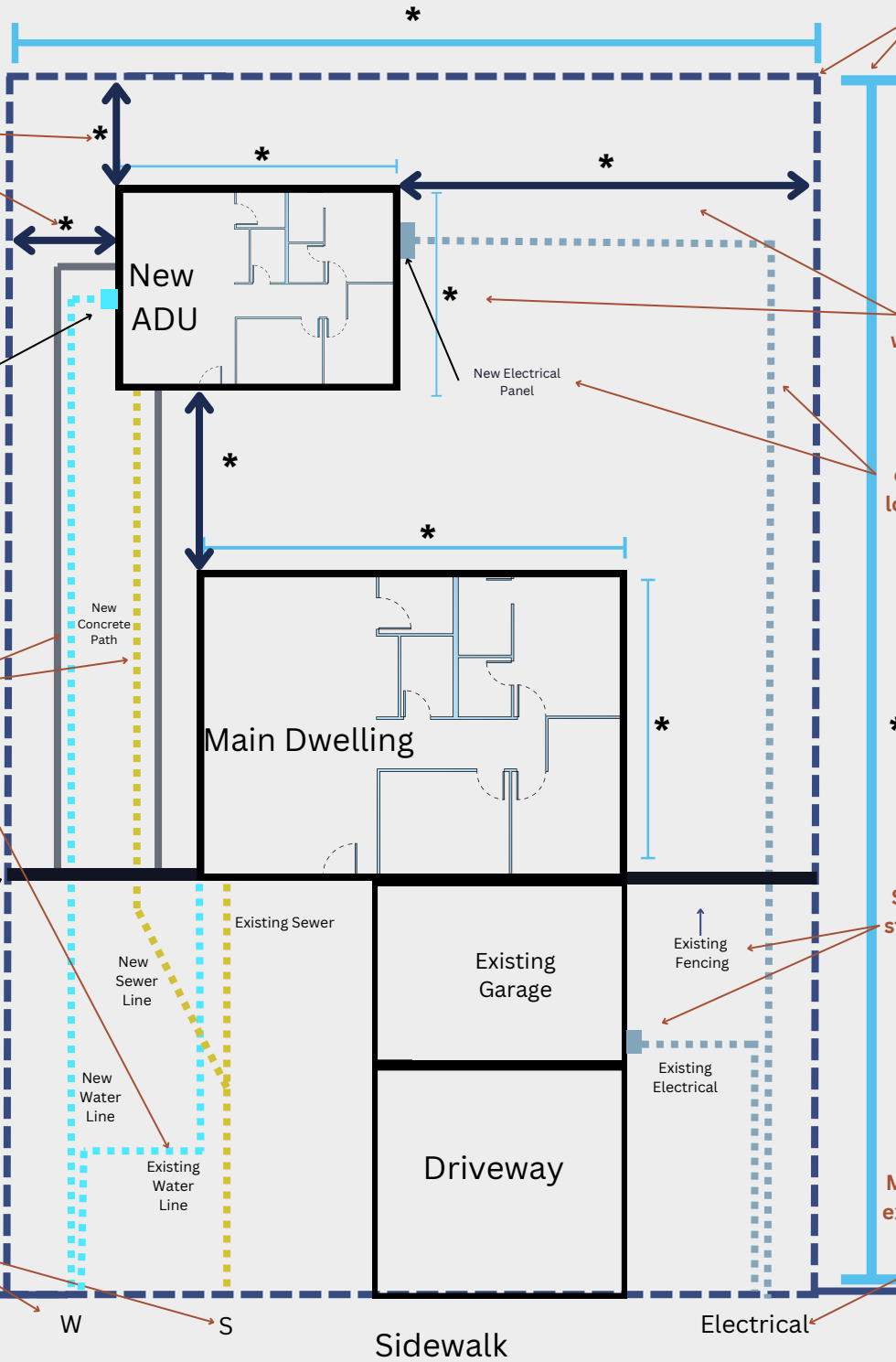
Must show existing and new water & sewer lines

Show new concrete path for ADU and designated entrance from the street

Must show where the existing water and sewer lines are and if you're using a submeter

Show all existing structures, fences and driveways

Must show where the existing electrical line is located



Property Owner Name
Contact Information

Street Address

Lot Size
Main Dwelling Size
ADU Size

A site plan has to include existing property information and new ADU information. To obtain this information, please measure your property or contact the Building Division



STEP 4: COMPLETE AN ADU PLAN SET



PRE-APPROVED ADU PLANS

On the City's website download the set of Pre-Approved Detached ADU Plans you want to submit permits for.

Once you have downloaded your plan of choice confirm which sections require supplemental information to be completed. Sheet No. T1.1 of the pre-approved plans will have all the sections that need completion or input. Here is a list for reference:

Sections that require your input on plan sheet T1.1:

- Exterior style
- Exterior wall material
- Roof framing
- Roof Material
- Fire Sprinkler information
- Fire rated details
- Window and Trim Color
- Sewer wastewater information
- Electrical Service Information
- Gas Service information
- Site/Soils/Foundation information
- Gas Line Isometric Diagram

1A: (495 s.f.)
1 bed / 1 bath

1B: (553 s.f.)
1 bed / 1 bath

2A: (749 s.f.)
2 bed / 2 bath

2B: (746 s.f.)
2 bed / 1 bath



Accessory Dwelling Unit Plan 1A - 495 s.f. Soledad, CA				APPLICANT AGREEMENT
SHEET INDEX	CONTACT LOCAL UTILITY COMPANIES REGARDING GAS AND ELECTRIC SERVICES TO THIS DETACHED ADU. SEE EXAMPLE SITE PLAN, SHEET AS.2, FOR MORE INFORMATION.			HERS NOTES
	ZONING INFORMATION	DIRECTORY	VICINITY MAP	
BUILDING INFORMATION	PROJECT DESCRIPTION		LEGAL DESCRIPTION	APN
REQUIRED SUPPLEMENTAL INFORMATION - TO BE COMPLETED BY OWNER				
additional plan information provided by owner:	deferred submittals under separate permit to be obtained by owner:	fire sprinkler information:	sewer waste water information:	gas service information:
exterior style selection:	roof framing:	fire rated details:	electrical service information:	GAS PIPE ISOMETRIC DIAGRAM
exterior wall material:	roof material:	window and trim color:	site / soils / foundation information:	

SITE INFORMATION CHECKLIST:	PROPOSED SITE PLAN
<ul style="list-style-type: none"> <input type="checkbox"/> 1. Verify zoning and setbacks. <input type="checkbox"/> 2. Verify lot area and coverage. <input type="checkbox"/> 3. Verify utility locations and easements. <input type="checkbox"/> 4. Verify fire hydrant location. <input type="checkbox"/> 5. Verify fire department access. <input type="checkbox"/> 6. Verify fire department access. <input type="checkbox"/> 7. Verify fire department access. <input type="checkbox"/> 8. Verify fire department access. <input type="checkbox"/> 9. Verify fire department access. <input type="checkbox"/> 10. Verify fire department access. <input type="checkbox"/> 11. Verify fire department access. <input type="checkbox"/> 12. Verify fire department access. <input type="checkbox"/> 13. Verify fire department access. <input type="checkbox"/> 14. Verify fire department access. <input type="checkbox"/> 15. Verify fire department access. <input type="checkbox"/> 16. Verify fire department access. <input type="checkbox"/> 17. Verify fire department access. <input type="checkbox"/> 18. Verify fire department access. <input type="checkbox"/> 19. Verify fire department access. <input type="checkbox"/> 20. Verify fire department access. 	

ADDITIONAL REQUIREMENTS:

The documents below must be submitted by the applicant for the chosen Pre-Approved Plans:

- Coversheet - Sheet T1.1
- Site Plan – Sheet AS.2
- Energy Calculation Certificate of Compliance – Sheets T24.1-T24.3
- Construction and Demolition Form
- Fire Sprinklers (if needed)
- Photovoltaic System
- Truss Calculations (If needed)
- Soil Report (If needed)
- Address Plan

Note: Residents using pre-approved plans shall submit the pre-approved plans with the requirements mentioned in order to consider the application complete





STEP 4: COMPLETE AN ADU PLAN SET

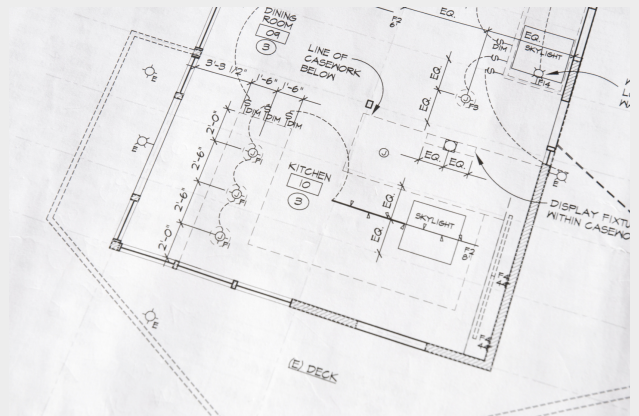


PROFESSIONALLY DESIGNED

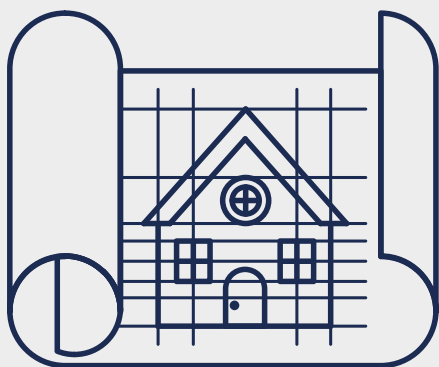
ADU PLANS

If you choose to hire a professional designer or architect, please keep that they will need to submit the following when completing a plan set. Items that need to be included in a plan set include but are not limited to:

- Structural Calculations
- Construction & Demolition Waste Form
- Applicable Building Codes
- Project Name, Assessor Parcel Number and Address
- Scope of Work
- Project Data: occupancy, square footage of proposed work, height, fire sprinkler etc.
- Site Plan : refer to Step 3 requirements.
- Floor Plans
- Architectural Elevations
- Foundation Plans with Details
- Roof framing & Material
- Fire Sprinkler information
- Fire rated details
- Window and Trim Color
- Sewer wastewater information
- Electrical Service Information
- Gas Service information
- Gas Line Isometric Diagram



Note: A professional designer or architect should be able to submit all the required documents that make an application complete.



BUILDING DIVISION

If you have any questions or would like to schedule an appointment, with our Building Division, please refer to the options below:

Building Division
Community and Economic Development- City of Soledad

248 Main St.
Soledad, CA 93960

(831) 223-5170
buildingpermits@cityofsoledad.com





REQUIRED FOR ALL ADU PLAN SETS

PRE-APPROVED OR PROFESSIONALLY DESIGNED

TITLE 24 ENERGY CALCULATIONS

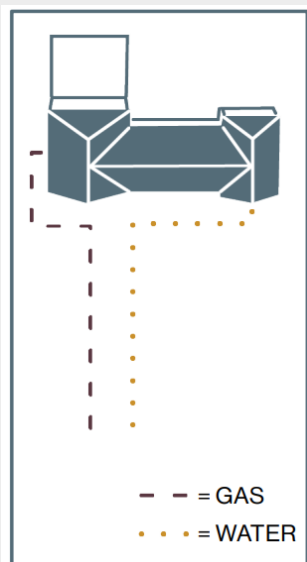


General Energy calculations are required. These calculations were provided in the Pre-Approved Plan sets that will work for all orientations in our climate zone. Applicants choosing to hire a designer or using the pre-approved plans, will need to provide site specific energy requirements which shall contain the following information:

- The owner's name, address and building orientation
- Information must match the general energy calculations shown on the plans
- Registration number is obtained and imprinted on the site-specific energy calculations when registered with the state
- Signed and completed declaration statements
- Options to get site specific energy calculations:
 - Hire an energy consultant of your choice

You may contact the energy consultant that provided the Pre-Approved Energy Calculations and they might offer a discounted rate when using pre-approved plans.

Note: The Energy Consultant that provided the Pre-Approved Energy Calculations is D&R Calcs, 14107 Ipava Dr, Poway, CA 92064, Phone: 858-486-9506



SITE SPECIFIC UTILITY LINE DIAGRAM

Whenever gas piping is being installed a diagram is required showing all gas piping on the system from the gas meter to each gas appliance tied into the gas piping. A gas diagram consists of size and length of each section of gas pipe starting at the meter, to each take-off tee branch, including sections between take-off tee branches as well as size and length of all branches coming off the main gas line that supply each household appliance. Also, include gas load calculations (BTUs/CFH) of each household appliance that will be tied into the gas line. The draftsman/ designer/ architect /engineer/general contractor shall be responsible for completing this diagram.





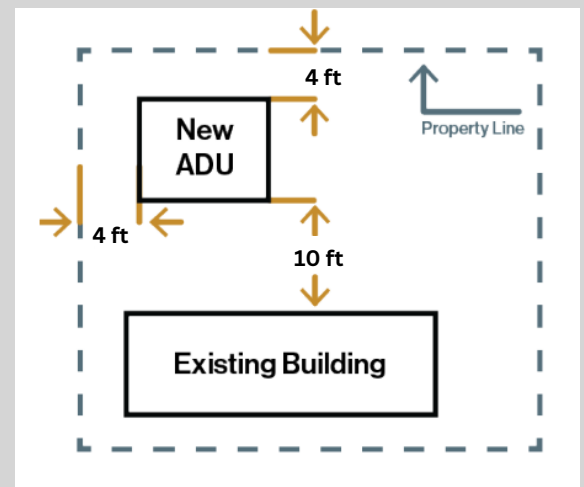
REQUIRED FOR ALL ADU PLAN SETS

PRE-APPROVED OR PROFESSIONALLY DESIGNED

FIRE SEPARATION AND SPRINKLERS



- **Sprinklers:** A new ADU is required to have fire sprinklers if the existing residence has fire sprinklers. Applicant can defer submittals until requirements are met. If fire sprinklers are required for the ADU, these need to be approved, installed and inspected before the final ADU inspection.
- **Fire Separation Distance:** It is best to provide the minimum distances shown right, from the new ADU to the existing buildings or property line. If this isn't possible, schedule an appointment with the Building Official to discuss options.



IF MINIMUM FIRE SEPARATION DISTANCES ARE NOT MET, THE APPROVAL PROCESS MAY BE DELAYED AND INCREASE CONSTRUCTION COST OF THE NEW ADU. BUILDING CODE MAY REQUIRE A FIRE-RATED WALL IF THE ADU WALL(S) IS/ARE WITHIN 6 FEET FROM: A) THE MAIN HOUSE AND/OR B) THE SIDE OR REAR PROPERTY LINES

ADDRESS ASSIGNMENT



An address assignment is required for adding a new address to an existing building. An Addressing Assignment application must be completed when a new unit or building is proposed. The address must correspond with the existing addressing and must be approved by the Planning Division. The Planning Division may assign different addressing than that proposed.





STEP 4: COMPLETE AN ADU PLAN SET



REQUIRED FOR ALL ADU PLAN SETS

PRE-APPROVED OR PROFESSIONALLY DESIGNED

PHOTOVOLTAIC SYSTEMS (SOLAR PANELS)



Per California Energy Commission, Title 24: Newly built, non-manufactured, detached ADUs will need to install solar panels. Solar panels for the new ADU can be installed on the ADU, existing house and/or another structure within the site. All permanent installations of electrical generators including solar panels and other power sources shall be approved by the Building Official.

To obtain a solar permit you must submit a solar permit application through Solar App

- Include in the submittal the corresponding photovoltaic plan set
- Specifications, and site plan (Site plan should show relative location of major components on the property)

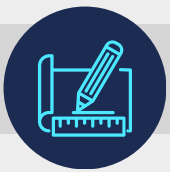
The Solar Permit Application can be submitted at the time of the ADU application submittal, or it may be deferred while the ADU is being built. The photovoltaic system must be installed, operational and final prior to the final building inspection and approval of the ADU.



CONSTRUCTION & DEMOLITION APPLICATION

All construction and demolition (C&D) projects within the City are required by Soledad Municipal Chapter 13.05 to divert at least 65% of the C&D debris and 100% of the inert materials produced by the project. Additionally, all building applicants must prepare and submit a C&D Waste Reduction and Recycling Plan at the time of the permit application (prior to permit issuance), and a final C&D Waste Reduction and Recycling Report. Failure to file recycling reports with the City may result in non-compliance fees and/or delay issuance of the Certificate of Occupancy or final inspection. For more information consult with the Construction and Demolition Waste Handout.

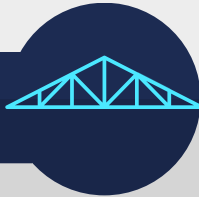




REQUIRED FOR ALL ADU PLAN SETS

PRE-APPROVED OR PROFESSIONALLY DESIGNED

TRUSS CALCULATIONS



- **Truss Calculations:** In lieu of rafters (roof framing per plan) a homeowner is to contract with an independent truss company and submit truss calculations to the city of Soledad for approval. Indicate that it will be a deferred submittal (pre-approved plans defer to checklist on the plans title sheet (P.1)) if the truss package will be provided as a deferred submittal. An applicant will need to upload and submit the truss calculations to the permitting portal. Truss calculations will be reviewed and approved prior to installation and inspection.



UTILITY METER

The City of Soledad requires that each ADU has a separate water metering device, whether it is a sub-meter or an individual water meter. Both options are discussed below and at least one of the options shall be included within the Site Plan for your new ADU.

- **Sub-Meter:** Property Owner will obtain one (1) service bill and shall be responsible for all costs. This can be connected to the existing water line, making it more cost-effective.
- **Individual Water Meter:** Owner will obtain two (2) service bills, one for each unit. This option requires an encroachment permit to connect to the main water line, making it a more expensive option.

To speak to the Water Department on the best option for you please call (831) 223-5190

HEATING SYSTEMS



All ADU's require its own water heater and heating system.

ENCROACHMENT PERMIT

If you don't know if you need an encroachment permit or if you'd like to inquire about one, please contact Department of Public Works at:

**831- 223-5176
248 Main St.
Soledad, CA 93960**





STEP 5: CONSULT WITH PERMIT SERVICES



SOLEDAD PERMIT SERVICES

PLANNING, BUILDING & SAFETY DIVISION

Regulating the construction or renovation of buildings is an important aspect of consumer protection that benefits both the residents and visitors of our city. Before a building is constructed or altered, the property owner is responsible for obtaining a building permit from the City.

If questions arise while filling out the forms and applications, please consult with a Building Permit Specialist by phone or email ask buildingpermits@cityofsoledad.com. To schedule an appointment call (831) 223-5170.

For all Building and Planning Applications, you apply at
<https://ci-soledad-ca.smartgovcommunity.com/Public/Home>



All solar permits must be submitted through the Solar App+ Portal, you may apply at
<https://solarapp.nrel.gov/>
for more information please visit our website below



STEP 6: SUBMIT YOUR BUILDING APPLICATION

The following documents must be uploaded to paperless portal at the time of application:

1. ADU Plans (refer to Step 4 for requirements)
2. For pre-approved plans- all fields on Sheet T.1. must be completed.
3. Site Plan.
4. Hold Harmless statement signed by property owner.
5. Grant Deed (include all pages)
6. Construction and Demolition Waste Form
7. Owner Affidavit (for JADU's only)



When ready to apply for a building permit, you must first create a user account on the Soledad Permit Portal: <https://ci-soledad-ca.smartgovcommunity.com/Public/Home> Plans must be submitted in a PDF format and uploaded as individual sheets. The sheet name must clearly indicate the information found on the page. The sheet number may be listed with decimals or in whole numbers. Before submitting, make sure all necessary information is complete on forms, plans and application. If you do not have all the required documents the submittal will not be accepted.





STEP 7: DEED RESTRICTIONS



RESTRICTIONS ON NEW ADU'S

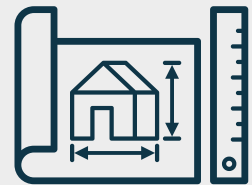
After submittal of the Building Permit Application, the Planning Division will generate a Deed Restriction to be placed on the property. The owner will need to sign the Deed Restriction, which will acknowledge the following



Short-term rentals are prohibited. An accessory dwelling unit shall not be rented for periods less than (30) days.



An Accessory Dwelling Unit shall not be sold separately from the primary residential structure



Will include the approved Site Plan submitted as part of the ADU Plans.



STEP 8: BUILDING REVIEW PROCESS

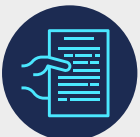
Once a complete application is submitted, the Plan Check staff will review the accuracy and completeness of the plans. If plans need corrections, a review letter will be sent to the contacts listed on the application.



If you hire a design professional, they are the project managers and are responsible for addressing the corrections and resubmitting plans to the permit center.



Corrections must be provided within 180 days from the date the letter with corrections was issued. If the corrections are not submitted within this time, the building permit application will be automatically withdrawn.



If you are both owner and applicant, then you will be tasked with addressing the corrections and resubmitting the plans to the permit center.



If you hired a professional, please collaborate with them to ensure the revised plans and necessary documentation is provided in a timely manner.





STEP 9: BUILDING PERMIT ISSUANCE



PERMIT ISSUANCE

Once the Building Permit has been fully approved, the Permit Center Coordinator will contact the applicant. At this point, the owner and/or the General Contractor can obtain the permit. Building permit associated fees will be assessed. To pull the building permit, the following remaining balance and fees are due at issuance



The remaining building permit fee (of about 10%) must be paid before the permit may be issued. All utility hook-up, (water and sewer) and inspection fees will be provided. For more details, see the valuation table in the City-Wide Fee Schedule

ADU's over 750 s.f. will require to pay the following:

- City Impact fees
- Transportation Agency of Monterey County Fee (TAMC)
- School District Fees (to ADU's over 500 s.f.)



Upon completion of the plan review approval, the Permit Center Coordinator will provide a form to be presented to both school districts. Applicant is responsible for providing a receipt of payment or waiver prior to building permit issuance.



STEP 10: BEGIN CONSTRUCTION AND SCHEDULE INSPECTIONS

Construction may commence after permit issuance. As different tracts of work are completed and not concealed, inspections are to be scheduled for that work completed. Please reference the permit card for inspection types. No work shall be concealed without a passing inspection



If an inspection does not pass on the first try, a new inspection will need to be scheduled with a potential re-inspection fee being assessed.

Inspections must be conducted within 180 days of the previous inspection to avoid expiration of permit

Prior to the final inspection, a Construction and Demolition Report and receipts are required.





STEP 11: MAKE ARRANGEMENTS FOR UTILITIES



PLAN CHECK REVIEW



PG&E needs about 1-3 weeks to perform an electrical upgrade or an additional electrical connection. To determine additional costs and time frames, contact the utility provider directly. Residents can call (877) 660-6789 or visit pge.com for additional information.



All fees associated with water connection hook-up are included in your building permit. To decide if a Sub-Meter (connecting to existing water line) or a New Water Meter (connecting straight to the main water line) is best for you, please call the Building Division (831) 223-5170 or Water Department at (831) 223-5190 or visit City Hall at 248 Main St. Soledad, CA 93960.



To start trash and recycling curbside collection please contact the Soledad Utility Department at 831-223-5000 or set-up services at City Hall located at 248 Main St. Soledad, CA 93960.



STEP 12: SCHEDULE FINAL INSPECTION

After all requirements have been met and inspections completed and approved, your permit is finalized.



Construction and Demolition (C&D) Requirements must be fulfilled at the time of final inspection. If failure to comply, non-compliance fees will be issued.

To schedule the final inspection, call the Building Inspection line at: (831) 223-5041





DEVELOPMENT PROJECT CONTACT LIST

COMMUNITY & ECONOMIC
DEVELOPMENT DEPARTMENT
502 FRONT ST. SOLEDAD, CA 93960
COMMUN.ECON@CITYOFSOLEDAD.COM
(831) 223-5178



PLANNING DIVISION

248 MAIN ST.
SOLEDAD, CA 93960
PLANNING@CITYOFSOLEDAD.COM
831-223-5020



SOLEDAD PERMITTING PORTAL

[https://ci-soledad-
ca.smartgovcommunity.com/
Public/Home](https://ci-soledad-ca.smartgovcommunity.com/Public/Home)



BUILDING & FIRE DIVISION

248 MAIN ST.
SOLEDAD, CA 93960
BUILDINGPERMITS@CITYOFSOLEDAD.COM
831-223-5170 - PERMIT SERVICES
831-223-5041- INSPECTIONS



PUBLIC WORKS - ENGINEERING

248 MAIN ST.
SOLEDAD, CA 93960
ARAMOS@CITYOFSOLEDAD.COM
831-223-5176



PUBLIC WORKS- WATER DEPARTMENT

248 MAIN ST.
SOLEDAD, CA 93960
MARIZMENDI@CITYOFSOLEDAD.COM
831-223-5190



UTILITY DEPARTMENT - NEW ACCOUNT

248 MAIN ST.
SOLEDAD, CA 93960
831-223-5072

ADU HANDBOOK IS IN
COLLABORATION WITH CITY OF
SALINAS AND CITY OF KING AND
DESIGN PATH STUDIOS

DESIGN PATH STUDIO

architecture + planning

SOLEDAD
CALIFORNIA