



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

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**PRESCRIPTIVE ACCESSORY DWELLING UNIT (ADU) PERMIT
SUBMITTAL CHECKLIST:**

I. PLAN SUBMITTAL: GENERAL

- A. A completed [building permit application](#) must accompany all prescriptive ADU submittals. A [project information sheet](#) will be required so Town staff can become familiar with the entire scope of the project. The application must be signed by the owner or authorized agent.
- B. At least one set of full-sized, hard-copy plans of the selected ADU style must be submitted along with a full-sized hard copy of the detailed site plan. These hard-copy plans must be submitted along with a full digital submittal if the submittal is to be digital.
- C. A hard-copy permit submittal may be submitted. At least three copies of the ADU building plans along with at least two copies of all other required construction documents and application must be submitted at the same time to affect a complete hard-copy submittal.
- D. Plans must be clear and legible on substantial paper. Minimum paper size is 24" x 36". Pencil drawings, modified or "red lined" plans, or plans labeled "Not For Construction Use" are not acceptable.
- E. Plans must be drawn to scale. The minimum scale for plans other than site plans is 1/4" = 1', (1/8" = 1' may be used with prior approval). The recommended scale for site plans is 1" = 10', however, any other scale can be used that will accurately show the lot, existing and new buildings, utilities, and related site features.
- F. The project checklist on the cover sheet of the ADU plans must be completed by the applicant prior to permit submittal.
- G. The plans shall clearly label all existing and proposed construction.
- H. The plans shall clearly show the extent and type of work and compliance with the currently adopted California Building Codes and other applicable codes, statutes, and ordinances.
- I. All plans shall bear the name, address, and phone number of the author.
- J. All ADU projects must conform to the Town's [ADU planning requirements](#). Applicants are encouraged to research the Town's planning requirements to ensure their ADU project will be in compliance.

II. OTHER PLANS & SPECIFICATIONS

Although the ADU plans are approved as is, other plans and documents will be required since the prescriptive nature of the ADU plans cannot capture all of the required information for a project. In addition to the ADU plans, the following plans and documents will be required to be submitted with the ADU plans to affect a complete submittal:

A. Site Plan

- 1. Location and dimensions of new and existing buildings or additions and accessory structures. These include all projections such as stairs, decks, eaves, retaining walls, or other permanent structures that fall outside the building footprint.

2. Setback dimensions to both building line and eaves from all property lines.
3. Projected roof plan showing all penetrations, pitch, and direction of slope.
4. Lot dimensions.
5. All easements/alleys with dimensions.
6. Lot number, subdivision, and street address.
7. Edge of pavement or curb and gutter and entire right-of-way width.
8. Location of all existing and proposed utilities.
9. Dimensions, locations, and layout of parking areas, driveways, and other paved areas or slabs.
10. Existing and proposed vegetation and/or landscaping. Notation of all existing trees that are to be removed.
11. Drainage/swales and topography with contours at 2' vertical intervals.
12. Compass bearings.
13. Identification of snow storage areas.
14. Identification of all areas to be graded.
15. Elevation benchmark at edge of pavement.
16. Cross-section or profile showing relationship of new structure to slope of lot, driveway, and street.
17. Finish floor elevations for garage and first floor.

B. Residential Fire Sprinkler Plans

Fire sprinkler plans may be required by the Mammoth Lakes Fire Protection District (MLFD). Applicants will need to contact the MLFD to determine if fire sprinkler plans are required for the proposed ADU. If the prescribed ADU plans are to be used for a primary dwelling, state law requires all newly constructed single-family dwellings be equipped with a compliant NFPA 13D residential fire sprinkler system.

C. Solar Photovoltaic (PV) Plans

The California Energy Code generally requires solar photovoltaic systems to be installed on all new low rise residential structures. As such, PV systems are required for all of the ADU structures regardless whether the ADU is to be a primary dwelling or accessory to a primary dwelling. PV plans will be required to be submitted along with the other required plans and documents.

D. Grading Plan/Permit

The Engineering Division will determine if a grading permit is required based on the proposed construction. Applicants are encouraged to contact the Engineering Division at (760) 965-3650 to determine if a grading permit is required.

III. PLAN CHECK CORRECTIONS/REVISIONS

Any corrections that need to be made to any of the submitted plans or documents that arise from plan review must be made on the original drawings and re-submitted as a part of the plan check process. Any proposed revisions or changes to the approved ADU plans may likely require additional design from an outside designer. Applicants are encouraged to contact the Community Economic and Development Department at (760) 965-3630 to determine if additional plans are necessary for any proposed changes to the prescribed ADU plans. Plan reviews that go beyond two reviews may need additional fees to be submitted.

IV. OTHER AGENCIES

In addition to those departments that review the permit submittal within the Mammoth Lakes Town Offices, it may be necessary to get approval from one of more of the following outside agencies.

- Mammoth Lakes Fire Protection District 760-924-9002
- Mono Community Health Department 760-924-1845
- Mammoth Community Water District 760-934-2596
- Mammoth Unified School District 760-934-6802
- Southern California Edison Company 800-655-4555