



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
 (831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

Pre-Approved ADU Building Permit Application Package Checklist

Please see the Pre-Approved ADU Guidebook for detailed information on the items below:

		Item	Required	Guidebook Page #
1		Pre-Approved ADU Plans with all fillable fields completed	✓	10
2	Planning	Cover Sheet	✓	6-7
3		Property Site Plan	✓	5,9
4		Property's Grant Deed (All Pages)	✓	10
5		Energy Calculations Certificate of Compliance	✓	7,9
6	Building Permit Specialist	Photovoltaic System (defer submittal, completed before final inspections)	✓	
7		Truss Calculations (if needed)	✓	7,9
8		Soil Report (if needed)	✓	7
9		Gas Line Diagram	✓	7,9
10		Fire	Fire Sprinkler (if needed, deferred submittal)	✓/D
11	Permit Technician	Hold Harmless Statement (signed by property owner)	✓	1
12		Building Permit Application	✓	7
13		Construction Demolition Form	✓	7
14	Engineering	Addressing Application and Exhibit	✓	-

Division Contact Information:

Planning (831) 758-7206-currplanwebmail@salinas.gov

Fire (831) 758-7466-fireprevention@salinas.gov

Building /Permitting (831) 758-7251-epermit@salinas.gov

Engineering (831) 758-7251 Option 2- encroachment@salinas.gov

To schedule an appointment in person, follow the link:

<https://kiosk.na4.qless.com/kiosk/app/home/193> Or use the QR code:

