



Accessory Apartment Plan Submittal Checklist

Review your plans and be sure each of the following details have been included.

SITE PLAN/PLOT PLAN

Two (2) sets of drawings of your lot, drawn to scale, with the following details:

- All buildings and their location on the lot with dimensions to property lines and to each other.
- All off-street parking. In order to comply with the accessory apartment requirements, additional parking may be required to be added. If so, the location of the proposed added areas needs to be shown.
- The location of the outside entrance to the apartment

BUILDING PLANS:

Two (2) full sets must be drawn to scale with the following details:

- Wet signature and contact information on all documents by document maker (only applies when drawn by architect or engineer)
- Gross floor area by floor
- Scale for all drawings (Recommend: 1.0"=20.0" for plot plan, 1/4"=1'0" for foundation, floor and elevations, 1/2" or 1"=1'0" for details)
- Label walls showing materials to be used, and stud spacing
- Size, span, and support of all new beams & headers (Engineered for appropriate loads if necessary)

FLOOR PLANS INCLUDE:

- Architectural floor plans including adjoining rooms
- Layout of area of apartment - label all rooms including proposed use in unfinished areas
- Door sizes and their swings are shown
- Window sizes, type (vinyl, wood, metal) and sill height are shown. Identify opening panels (casement, horizontal sliders, etc)
- Wall-to-wall dimensions of all rooms, hallways, etc.
- Ceiling height
- Identify all new and existing construction
- The location of the exterior door
- The location of smoke detectors and carbon monoxide detectors (Note: If the home does not currently have these to meet current code, they will need to be added. Show area of new detectors)

ELECTRICAL DETAILS:

- Breaker panel location is indicated
- All lights, switches and receptacles are shown
- Label all GFCI outlets as such
- Tamper-resistant outlets shown

PLUMBING DETAILS:

- Location of all plumbing fixtures, including future fixtures
- Water heater, floor drain, water softener, etc, locations

MECHANICAL DETAILS:

- Furnace location (When accessory apartment - clearly indicate which unit is served by which unit.) If other source of heat is being used besides furnace, e.g. electric baseboard heat, radiant heat, clearly indicate which areas to be served by this.
- If new furnace to be added, heat loss calculations will need to be provided including duct and vent sizing and layout.
- Location of all below-floor joist duct work and sizes (intrusion into ceiling height)
- Gas line drawing required if any new or additional gas-fire appliances, or any extension of the gas line.
- If baseboard heat will be installed, load calculations verifying that the electrical system is adequate for the additional load and heat loss calculations will be required.

FIREWALL SEPARATION DETAILS

- The location and construction of all walls, ceilings, doors and bearing walls for the ceiling that separate the apartment and the house. If existing sheetrocked area, indicate SPECIFICALLY what you will do to upgrade the existing construction to one-hour requirements.
- On the interior doors between the house and apartment, indicate 20-minute rating and self-closing as required.