



CITY OF WILDOMAR

BUILDING AND SAFETY DEPARTMENT

ACCESSORY DWELLING UNIT SUBMITTAL PACKET

Pre-Submittal Process

Step 1 – Is your property on septic or well?

Yes

No

If yes, a site plan will need to be provided to the planning department. The planning department will return a site plan showing a received stamped that will need to be taken to Riverside County Environmental Health for review and approval prior to permit submission.

Planning Department - 951-677-7751 x203
Rivco Environmental Health - (951) 955-8980

Step 2 – Does the ADU have a valid address?

Yes

No

If no, an address request form signed by the Planning Department will need to be submitted to Riverside County GIS.

Planning Department - 951-677-7751 x203
Rivco Geographic Information Service – 951-955-8158

Submittal Process

Step 3 – Once steps 1 and 2 are complete, you may apply for your permit.

All of the following must be provided to constitute a complete submittal:

- I. Completed permit application.
- II. Site plan stamped and approved by Environmental Health (if applicable) and Planning
- III. Building Plans (Architectural, Structural, MEP)
- IV. Title 24 Energy Report
- V. Sprinkler Plans (May be required)
- VI. Grading Plan (May be required)
- VII. Photovoltaic System (may be required)

Review Process

Step 4 – The plans will be routed to the appropriate departments for review.

1. Riverside County Fire
2. Building & Safety
3. Planning
4. Engineering (if applicable)

Issuance Process

Step 5 – The remaining items will be verified prior to permit issuance.

1. School fees
2. Mitigation Fees
3. EVMWD forms (if applicable)
4. Owner Builder Forms (if applicable)
5. Contractor Declaration Form (if applicable)
6. Business Registration

Inspection Process

Step 6 – With your approved plans and building permits in hand, you are ready to begin construction. If you have to vary from your plan specifications during construction, reapproval of the plan is required. Call for inspection before covering any work.

Inspection Scheduling:

1. Email Request to bldginspect@cityofwildomar.org
2. Call Inspection line at (951) 677-5616

(Minimum of 24-hour advance notice is required when scheduling an Inspection):



BUILDING DIVISION

Accessory Dwelling Unit (ADU) Submittal Checklist

These guidelines propose to provide general information. Your individual project may require more or less detail than herein described.

Version Date: 1/3/2022

Codes Enforced:

2019 California Residential Code (CRC)
2019 California Electrical Code (CEC)
2019 California Mechanical Code (CMC)
2019 California Plumbing Code (CPC)
2019 California Cal Green Code (CAGC)
2019 California Energy Code (CEnc)

Definition of an Accessory Dwelling Unit (ADU)

An Accessory Dwelling Unit (ADU) means one additional attached or detached residential dwelling unit 1200 SF or less that is on the same parcel as a single-family dwelling, and provides permanent and independent provisions for living, sleeping, eating, cooking, and sanitation for one or more persons. An ADU also includes the following: (1) An efficiency unit, as defined in section 17958.1 of the Health & Safety Code, and (2) A manufactured home, as defined in section 18007 of the Health & Safety Code. Attached ADUs may not exceed 50% of the primary living area or 1,200 SF, whichever is less. Please see the Planning Division for further information.

Plan & Construction Document Requirements: All plans and supporting documents shall be submitted electronically

- Plan sheets shall be designed to be at least 11" x 17", with blank spaces on each sheet, sufficient for City approval stamps and notes.
- Plans shall be prepared with block lettering, and line quality & contrast must be easy to read and strong enough to scan.
 - o Building plans must be legible and drawn to scale with the scale identified. (1/4 inch = 1 foot is the most common scale used for residential floor plans and section views.) (1 inch = 10 feet is the minimum scale accepted for site plans.)
 - o Dimensions and notes must be printed to match 11-point font minimum.
- Plan sheets must include a North arrow, date prepared, and the symbols of abbreviations.
- Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the applicable CA codes and relevant laws, ordinances, rules, and regulations.
- When required by California State Law, construction documents must be prepared by a CA Licensed Architect or Engineer.

GENERAL INFORMATION

- Address of property and assessor's parcel number
- Owner's name, address and phone number
- Name & signature, address and phone number of person preparing the plans.
- Design professional stamps if applicable.
- Applicable CA codes and regulations.
- Type of Construction. (CBC Table 601)
- Occupancy Type(s). (CBC Chapter 3)
- Square footages of all structure(s) and addition(s).
- Overall building height.
- Clearly show existing and proposed work and descriptions.
- Special inspections required.
- Sheet index showing each sheet title and number.

SITE/ PLOT PLAN

- The site/plot plan must show the entire lot. North arrows.
- Lot lines and property dimensions and Easements.
- Outlines of all new and existing building(s), structure(s), and addition(s) with sizes and intended uses indicated.
- Setback distances from front, rear and side property lines; and any other required setbacks. Setback distance from face of curb to property lines.
- Parking space(s), garages, carports, driveway and sizes.
- Adjacent street(s) with name(s) indicated, sidewalks.
- Grades, contours, trees, surface drainage. Must also include code required slope of ground adjacent to the building.
- Location and height(s) of any retaining walls on the site.
- Underground utilities to property line, location of meters.

FLOOR PLAN

- A completely dimensioned floor plan.
- ### PLUMBING/MECHANICAL/ELECTRICAL PLAN
- Location of all plumbing fixtures, water heater, hose bibs.
 - Heating/air conditioning system, furnace or heater size and location, registers, thermostats.
 - Gas meter and gas outlets.
 - Electrical plan showing locations of service panel (and amperage rating), grounding, subpanels, receptacles, GFCIs, AFCIs, lights, switches, smoke detectors, etc. [may be shown on separate electrical plan].
 - Building cross-section locations indicated with section symbols.

ADDITIONAL SUPPLEMENTAL ITEMS

- **SOILS REPORT** - May be required for buildings located on fill areas, hillsides, or high-water table areas. Soils reports shall be conducted and prepared by a qualified registered engineer or a registered geotechnical engineer.
- **STRUCTURAL CALCULATIONS** - May be required for unusual, complicated, or truss-type structures and shall be prepared by a registered civil engineer, structural engineer, or architect.
- **TITLE 24 ENERGY CALCULATIONS** - required for any increase in conditioned (heated or cooled) floor area. Must be prepared by a CA licensed Architect or Energy Consultant.
- **PHOTOVOLTAIC SYSTEM** - Detached ADU's will generally require solar while attached ADU's and conversion generally do not.

FOUNDATION PLAN

- Foundation plans must be completely detailed and dimensioned (whether existing and/or new).
- Slabs and foundations for garages, patios, breezeways, driveways, sidewalks.
- Footings, piers, slabs, grade beams, retaining walls (sizes and locations).
- Hold-downs, connections of new foundations to existing foundations.
- Any special construction required by the structure, by site conditions or by expansive soils.
- Required compressive strength of concrete.
- Crawl access openings and screened vents under raised wood floors.
- North arrow.

ROOF FRAMING PLAN

- Size and spacing of beams, rafters, headers, trusses.
- Roof openings, layout of roof sheathing, nailing.
- North arrow.

EXTERIOR ELEVATIONS

- Elevations of all sides of the exterior of the building.
- Existing & proposed exterior wall finishes and special finishes.
- Roof materials and roof pitches.
- Door, window, skylight, and other openings: locations, materials, and configurations.
- Vertical dimensions showing the height of structure(s) and heights of finished floors.
- Locations and extent of shear walls, let-in bracing, or other methods of shear transfer.

Enforcing Agencies

The City of Wildomar suggests reaching out to all enforcing agencies prior to submission of construction plans to set up a pre-submittal meeting. Pre-submittal meetings give a developer and/or site designer the opportunity to have a conceptual development plan viewed by Planning, Building, Engineering, and other outside agencies. The meeting can help determine project requirements and highlight any special concerns or considerations to incorporate into the plan. The information and comments provided by staff at this meeting are not considered binding in any form.

1. **Planning Division** (951) 677-7751, Ext. 203
2. **Building Division** (951) 677-0070, Ext. 244
3. **Engineering** (951) 677-0070, Ext. 244
4. **Riverside County Fire** (951) 674-3124, Ext. 288
5. **Riverside County Environmental Health** (951) 955-8980

Additional agency reviews may be required depending on site conditions and project scope.

Operational Standards and Other Considerations

- The architectural design of the accessory dwelling unit shall match the design of the primary dwelling unit, including building materials, color and roofing material.
- Sprinklers may be required for an accessory dwelling unit. Hydrant proximity and minimum water flow will also be verified by Fire Department.
- Accessory Dwelling Unit projects that consist of 50 cubic yards of earth-moving or grading is required to submit a grading plan along with their building permit application to be reviewed by the Engineering Department.
- A new driveway curb cut, if needed for a driveway to the second unit, may require an encroachment permit from the Engineering Department.
- The minimum side yard and rear yard setbacks for detached ADUs shall be 4 feet.
- A minimum distance of 10 feet shall be maintained between an accessory dwelling unit and any other structure on the lot.



DEVELOPMENT SERVICES

City of Wildomar
23873 Clinton Keith Rd., Suite 201 Wildomar, CA 92595
P: (951) 677-7751
E: bldgpermits@cityofwildomar.org
www.cityofwildomar.org

STAFF USE ONLY

PERMIT NO:

PROJECT NO:

SUBMITTAL DATE:

BUILDING AND SAFETY PERMIT APPLICATION

Is this application for a mobile home?

Yes

No

GENERAL INFORMATION

Application For:	Single Family <input type="checkbox"/>	Multi-Family <input type="checkbox"/>	Commercial <input type="checkbox"/>	Other:
Jobsite Address:				
APN:		TR/PM/PP/PUP/CUP:		Lot No:
Development Name (if applicable):				
Business Name (commercial only):				

SCOPE OF WORK

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VALUATION OF WORK:	
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PROPERTY OWNER

Owner Entity/Company Name:			
Address:	City:	State:	ZIP:
Contact Person:	Contact Phone:		
Contact E-Mail			

APPLICANT INFORMATION

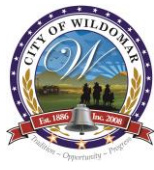
Applicant Name (Company) :			
Address:	City:	State:	ZIP:
Contact Person:	Contact Phone:		
Contact Email:			
Applicant's Signature:	Date:		

CONTRACTOR INFORMATION

Contractor/Company Name:			
Address:	City:	State:	ZIP:
CSLB#:	License Type(s) :	Expiration:	
Workers' Comp Provider:	Policy No:	Expiration:	
Contact Person:	Contact Phone:		
Contact Email:			
Contractor Signature:	Date:		

STAFF USE ONLY

CSLB Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Owner Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Code Case	<input type="checkbox"/> Yes <input type="checkbox"/> No
Septic	<input type="checkbox"/> Yes <input type="checkbox"/> No	Current Bus. Reg.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Registration #	



PLOT/SITE PLAN

REAR PROPERTY LINE

SIDE PROPERTY LINE

SIDE PROPERTY LINE

FRONT PROPERTY LINE

Property Owners Name _____

Property Address _____



**CITY OF WILDOMAR
COMMUNITY DEVELOPMENT**

REQUEST FOR ADDRESS(ES)

To: County of Riverside –RCIT GEOGRAPHIC INFORMATION SERVICE
4080 Lemon St., 9th Floor Riverside, CA 92502
Email form to: GISHelp@RIVCO.ORG
For questions, call (951) 955-8158 (during normal business hours)

Please assign an address to the following Assessor Parcel Number:
(Property Owner to Complete)

PROPERTY INFORMATION

**A.P.N.
Number(s)**

OWNER INFORMATION

Owner Name :

Owner Address:

City:

State:

ZIP:

Owner Phone:

Owner Email:

Owner or Authorized Agent Signature:

Date:

PROPOSED USE OF THE LAND

STAFF USE ONLY

By:

Staff Signature

Date

Questions regarding this form please contact: bldgpermits@cityofwildomar.org
(951) 677-7751, Ext 201

PERMIT CLEARANCE/RELEASE FORM

PROJECT INFORMATION	
*Project Name:	
*Project Location:	
*Project APN:	
*Business Type:	

CONTACT INFORMATION			
APPLICANT		OWNER/DEVELOPER	
*Company Name:		*Company Name:	
*Address:		*Address:	
*City, State, Zip:		*City, State, Zip:	
*Contact Name:		*Contact Name:	
*Office Phone:		*Office Phone:	
*Cell Phone:		*Cell Phone:	
*Email:		*Email:	

REQUIRED DOCUMENTS
<p>The following documents shall be submitted:</p> <p><input type="checkbox"/> *Building Plans/Tenant Improvement Plans</p>

SUBMITTAL INSTRUCTIONS
<p>1) All (*) are required fields.</p> <p>2) Submit the application and required documents by the following two methods:</p> <p style="margin-left: 20px;">a) Emailed to Development@evmwd.net, or</p> <p style="margin-left: 20px;">b) Drop-off in person or mail to ATTN: Engineering, 31315 Chaney Street, Lake Elsinore, CA 92530</p> <p>3) For any questions contact the Senior Development Service Representative at (951) 674-3146 x8427 or via email at Development@evmwd.net,</p>

CLEARANCE/RELEASE (FOR INTERNAL USE)
<p>The District has reviewed the permit documents for the subject project and has concluded the following:</p> <p><input type="checkbox"/> The project has complied with all District requirements and is cleared for permit issuance. See project conditions below (if any).</p> <p><input type="checkbox"/> The project has <u>not</u> complied with all District requirements and it is <u>not</u> cleared for permit insurance. See project conditions below.</p> <p><input type="checkbox"/> No Requirements</p>

PROJECT CONDITIONS (FOR INTERNAL USE)
<p>The following conditions apply to the project:</p> <p><input type="checkbox"/> Prior to Building Permit issuance, the applicant shall submit a Will Serve Application</p> <p><input type="checkbox"/> Prior to Building Permit issuance, the applicant shall submit a Commercial/Industrial Form</p> <p><input type="checkbox"/> Prior to Building Permit issuance, the applicant shall pay Water and/or Sewer Capacity Fees</p> <p><input type="checkbox"/> Prior to Certificate of Occupancy, the applicant shall obtain Pre-Treatment clearance</p> <p><input type="checkbox"/> Prior to Certificate of Occupancy, the applicant shall obtain Backflow clearance</p>

FOR INTERNAL USE
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> <div style="width: 45%;">EVMWD Authorized Signature</div> <div style="width: 45%;">Date</div> </div>

CITY OF WILDOMAR

Department of Building and Safety - BUILDING PERMIT

This permit shall expire by limitation and become null and void if work is not commenced and a written request for inspection filed within 180 days from the date of issuance or if work has been suspended or abandoned for a period of 180 days between the filing of written request for inspection.

☐ LICENSED CONTRACTORS DECLARATION: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class _____ License No _____

Date _____ Contractor _____

☐ OWNER-BUILDER DECLARATION: I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or country which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he Or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 [commencing with Section 7000] of Division 3 of the Business and Professions Code) or that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars [\$500].):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to the owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.).

☐ I as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044 Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.).

☐ I am exempt under Sec. _____ B. PC for this reason _____

Date _____ Owner _____

☐ WORKERS COMPENSATION DECLARATION: I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent of self-insure for workers compensation, as provided for by Section 370 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers compensation insurance carrier and policy number are: _____ and Carrier Policy Number _____
(This section need not be completed if the permit is for one hundred dollars [\$100] or less).

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers compensation laws of California, and agree that if I should become subject to the workers compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date _____ Applicant _____

WARNING: FAILURE TO SECURE WORKERS COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

CONSTRUCTION LENDING AGENCY, I hereby affirm under penalty of perjury that there is a construction-lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name _____

Lender's Address _____

CERTIFICATE OF COMPLIANCE AND AUTHORIZATION OF ENTRY: I certify that I have read this application and state that the above information is correct. r agree to comply with all county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above- mentioned property for inspection purposes.

X _____

Signature of Applicant or Agent Print Applicant/Agent Name Date

INSPECTION INFORMATION: Work may proceed only at the direction of the field inspector. To request an inspection of work completed, call the appropriate office listed below. Our office hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday Inspection must be called in before 4:00pm to assure next day inspection.

Wildomar Office (951) 677-7751 ext 235.

REINSPECTION FEE: Reinspection fees may be assessed when the permit card is not properly posted on the work site; the approved plans are not readily available to the inspector, for failure to provide access on the date for which the inspection is requested, or for deviating from plans requiring approval of the Building Official. A reinspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections previously called for are not made.

OCCUPANCY: Buildings or structures shall not be used or occupied until the Building Official has issued a Certificate of Occupancy.

City of Wildomar
Department of Building and Safety
NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____. We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

____ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

____ 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

____ 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

____ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

____ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the

California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

____10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

____11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

____12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage. Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit.

Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Signature of property owner: _____

Date: _____

Permit Number: _____