



Community Development Department  
300 First Street  
Woodland, CA 95695  
(530) 661-5820  
[www.cityofwoodland.gov](http://www.cityofwoodland.gov)

# Preapproved ADU Permit Application Checklist

THIS HANDOUT IS A SUMMARY OF REQUIREMENTS  
Additional items may be requested, subject to staff discretion.

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## Building Permit Submittal Checklist Using Preapproved ADU Plans:

- Building Permit Application
- Copy of Contract with Preapproved Plan Owner
  - An authorization letter may also be accepted
- Dimensioned Plot Plan, including:
  - Property Address & APN
  - Property Owner Name and Contact Information
  - Scale
  - Lot dimensions
  - Building footprint(s) with setbacks to property lines
  - Location of any accessory structures, retaining walls, pools, fences, or other structures
  - Location of any easements
  - Existing and proposed utility locations (water, gas, electric, sewer)
  - Lot drainage
  - Location of any trees proposed for removal
  - Driveway location and dimensions
- Site-Specific Construction Details
  - Foundation Plan
  - Plumbing and Electrical Tie-In
- Electrical Load Calculations (If connecting to primary home)
- Waste Reduction and Recycling Plan
- Solar Plans (if applicable)
- Fire Sprinkler Plans (if applicable)
- If on a septic system or well: Upgrade to City Services required

### If located in SPRING LAKE:

- Geotechnical Report signed by a licensed geotechnical engineer
  - Alternative: A letter from a licensed geotechnical engineer to indicate that the foundation and lot drainage is in substantial compliance with an existing soils report
- Preapproved plans must include post-tension slab

### If located in the FLOOD ZONE:

- Flood Elevation Certificate

\*Preapproved plans are not guaranteed to work on every site. It is strongly recommended to discuss requirements with the Planning Division prior to contracting with any designer or professional.

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**If you have questions, please call the Community Development Department at (530) 661-5820. Our office is located at 300 First Street, Woodland, CA 95695**