



ACCESSORY DWELLING UNIT (ADU) BUILDING PERMIT APPLICATION PACKET

How to Apply for an ADU:

1. Submit an ADU Building Permit application package through the [Building Pre-Application page](#) on the Town's website. Although it is submitted as a Building "pre-application" in the Portal, the submittal must contain all the elements of an application package. The following materials constitute an application package for an ADU:
 - a. Completed ADU/JADU Building Permit application ([Page 2](#) of this packet).
 - b. A complete set of PDF plans and supporting documents as delineated in the Submittal Requirements on [Page 4](#) of this packet.
2. Once it is confirmed that the minimum submittal requirements have been met and no other entitlements are required, a Building Permit application number is assigned, and fee information is provided to the applicant.
3. After the required fees have been paid, the Building Division initiates review and routes the application package to staff in various Town departments and external agencies for their review.
4. Reviewing parties may require corrections to the submittal documents prior to approval and issuance of the Building Permit. Based on the applicant's responsiveness to corrections and other factors, it may take multiple resubmittals and rounds of review to complete the process.

Other Requirements:

1. If a demolition of an existing structure is proposed, a [Demolition Application](#) must be completed and may require prior approvals from Bay Area Quality Management District, PG&E, and West Valley Sanitation District.
2. If work is proposed in or near a creek (wet or dry), please contact the [California Department of Fish and Wildlife](#) at (415) 948-8743 to discuss its regulations and to determine whether or not permits are required.
3. If construction is proposed within 50 feet of a water course, please contact the Santa Clara Valley Water District at (408) 265-2600 ext. 2253 to discuss its regulations and to determine whether permits are required. Applicants may also refer to [Valley Water's Guidelines and Standards for Land Use Near Streams](#).
4. The ADU shall comply with applicable fire codes including all access and water supply requirements of the 2022 California Fire Code. Please contact the Santa Clara County Fire Department at (408) 378-4010 for more information.



**TOWN OF LOS GATOS
ADU/JADU PERMIT APPLICATION**

Upload Completed Application via your Citizen's Portal Account:

<https://permits.losgatosca.gov/Login-and-Manage-My-Records>

ALL ADUS/JADUS REQUIRE A NEW ADDRESS

| | | | |
|--|---------------------------------|--|---|
| *PROJECT ADDRESS | | *APN# | |
| *PROPERTY OWNER NAME | *PHONE - REQUIRED | E-MAIL | |
| *STREET ADDRESS | *CITY, STATE, ZIP | FAX | |
| APPLICANT NAME | PHONE | E-MAIL | |
| STREET ADDRESS | CITY, STATE, ZIP | FAX | |
| *REQUESTED ADDRESS | | | |
| *TYPE | ADU | JADU | ATTACHED DETACHED |
| *CONTACT: | OWNER | H.O.A. | TENANT CONTRACTOR PERMIT SERVICE ARCHITECT DESIGNER ENGINEER |
| *CONTRACTOR NAME | | PHONE | LICENSE TYPE |
| *STATE LICENSE # | STATE LICENSE EXPIRES | | TOWN BUSINESS LICENSE # |
| *DESCRIPTION OF WORK | | | |
| *CONSTRUCTION VALUATION (Per Structure): | | | |
| *AREA OF REMODEL SPACE: | | S.F. | *NEW OR RELOCATED PLUMBING FIXTURES: Y N |
| *CONSTRUCTION TYPE: | | HISTORIC DISTRICT OR PRE-1941? Y N | |
| FIRE SPRINKLERS: Y N | FIRE HAZARD AREA: Y N | *SEPTIC or SEWER | |
| *REQUIRED INFORMATION FOR ALL ADU/JADU APPLICATIONS | | | |

| | EXISTING | | PROPOSED | |
|--|----------|-----------|----------|------|
| First Floor | | S.F. | | S.F. |
| Second Floor | | S.F. | | S.F. |
| Basement/Cellar – Habitable? Y N | | S.F. | | S.F. |
| Garage - Attached Detached | | S.F. | | S.F. |
| Porch Deck Retaining Wall | | S.F./L.F. | | S.F. |

Please complete Electrical, Mechanical, and Plumbing details on reverse side

Application for Electrical Permit E -

| UNIT DESCRIPTION | NO. OF ITEMS | UNIT FEE |
|---|--------------|------------|
| LIGHTS, SWITCHES, OUTLETS | | \$2.00 EA |
| RESIDENTIAL APPLIANCES/NEW CIRCUITS: | | \$6.00 EA |
| COOK TOP, OVEN, RANGE, DISPOSALS, CLOTHES DRYER, ENERGY STORAGE SYSTEM OR OTHER MOTOR | | |
| OPERATED APPLIANCE NOT EXCEEDING ONE HORSEPOWER | | |
| POWER APPARATUS: | | \$17.00 EA |
| GENERATORS, TRANSFORMERS, A/C, HEAT PUMPS, BAKING EQUIPMENT: UP TO 10 KV | | |
| SERVICE EQUIPMENT: | | |
| 200 AMPS OR LESS | | \$83.00 EA |
| SUB-PANELS / DISCONNECTS | | \$40.00 EA |
| TEMP POWER POLE | | \$83.00 EA |
| SOLAR SYSTEM OR PHOTOVOLTAIC SYSTEM | | \$90.00 EA |

Permit Service Fees for EACH Permit

| | |
|--|---------------------|
| PERMIT ISSUANCE: \$58.00 each permit | |
| COMPUTER SURCHARGE: 4% OF TOTAL ITEMS | |
| MICROFILM: \$1.25 PER PAGE | |
| PLAN CHECK FEE: 65% OF Electrical, Mechanical & Plumbing Fees | |
| Revisions/Additions to Electrical, Mechanical, or Plumbing Permits | \$26.00 each permit |

Application for Mechanical Permit M -

| UNIT FEE | NO. OF ITEMS | AMOUNT |
|---|--------------|------------|
| INSTALLATION, REPAIR OR ALTERATION OF HEATING UNIT, A/C, BOILER, COMPRESSOR, OR AIR HANDLER | | \$40.00 EA |
| VENTILATING FAN | | \$12.00 EA |
| HOOD, RESIDENTIAL | | \$34.00 EA |
| FLUE OR VENT NOT INCLUDED WITH THE INSTALLATION OF AN APPLIANCE | | \$12.00 EA |

Application for Plumbing Permit P -

| UNIT FEE | NO. OF ITEMS | AMOUNT |
|--|--------------|----------------|
| EACH PLUMBING FIXTURE OR TRAP OR SET OF FIXTURES ON ONE TRAP | | \$12.00 EA |
| SEWER CLEANOUT AND/OR BACKFLOW DEVICE | | \$12.00 EA |
| DRAINAGE, SEWER SYSTEM | | \$40.00 EA SYS |
| WATER HEATER/WATER SOFTNER | | \$34.00 EA |
| RAINWATER SYSTEMS – PER DRAIN (INSIDE BUILDING) | | \$12.00 EA |
| EJECTOR/SUMP PUMP | | \$40.00 EA |
| VACUUM BREAKER/HOSE BIB | | \$12.00 EA |
| RADIANT FLOOR HEATING SYSTEM | | \$121.00 EA |

Other Fees for EACH Permit

| |
|---|
| NEW RESIDENTIAL BUILDINGS: SQ. FT. x \$0.11 = 0 |
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If you have questions, please email Building@losgatosca.gov. Please provide the address and/or permit number in your email so we can better assist you.



TOWN OF LOS GATOS

ONLINE PERMITTING SERVICES SUBMITTAL GUIDELINES

INTRODUCTION

These guidelines for Electronic Document Review (EDR) outline the formatting requirements for a successful Online Permitting submittal. Documents submitted following these formatting requirements will proceed through the EDR online system. This guideline addresses formatting only; for instructions on plan content, based on the project scope of work, please refer to the applicable Submittal Requirements and Checklists at the Town's [Planning](#) or [Building](#) websites.

ONLINE SUBMITTAL REQUIREMENTS

1. **PDF** – Digital documents must be PDF only
 - **Supporting Documents** – Each supporting document such as calculations, cut sheets, forms, technical reports, TDM plan, etc. must be uploaded in its own separate file in PDF format.
 - **Drawings** - All layered information must be removed and flattened into a single layer. Plans must be saved at full size and to scale.
2. **Landscape Orientation** - All drawings must uniformly use landscape orientation. Maintain a uniform page position and insertion point for all files in all submittals.
3. **Cover Sheet 4-inch Approval Block** – Provide a minimum 4-inch wide clear space for departmental approval stamps. If the Title Block is located on the far right, insert the Approval/Stamp Block immediately to the left. If the Title Block is on the bottom, insert the Approval/Stamp Block on the far right.
4. **Drawing Sheet 4x4-inch Stamp Block** - Provide a minimum 4 x 4-inch blank space for jurisdiction Received, Reviewed and Revision stamps on the lower right quadrant, adjacent to the title block.
5. **Indexed Pages** - Index/bookmark and label the pages within the PDF. The index and page labels should note the sheet number as well as the title/description of each sheet.
6. **File Size** – Ideally each PDF file should not exceed 250MB in size. The system can handle files of larger size but upload and download of these larger files may take significantly longer time. Please limit each PDF file to 250MB in size. Please contact Staff if your file size exceeds 250MB.

FILE NAMING CONVENTION

1. All Cycle 1 plans uploaded into one PDF shall be named C1Plans. Resubmittals or Cycle 2 would be named C2Plans, C3Plans, etc.
2. All supporting documents shall be uploaded into their own PDF. Cycle 1 Structural Calculations should be named C1StructuralCalcs, C2StructuralCalcs, C3StructuralCalcs, etc.
3. When responding to comments, a response letter is required addressing previous round comments. Cycle 1 Response Letter shall be named C1Response, C2Response, C3Response, etc.

Revised 5/13/2020