




# PRE-APPROVED STOCK PLAN ACCESSORY DWELLING UNIT (ADU)

Jan 21, 2022


The following checklist is intended to assist applicants with preparing their submittal package prior to applying for a “**Accessory Dwelling Unit (ADU) – Stock Plan**” building permit. Please note this checklist is only intended for applicants who intend on using one of the City’s four pre-approved stock plans designed by Artisans Group ([view the pre-approved stock ADU plans here](#) ).

If you do not intend on using one of the stock plans, you will need to apply for a “**Accessory Dwelling Unit (ADU)**” building permit, please use the appropriate checklist, which can be found on the portal documents here: [Accessory Dwelling Unit \(ADU\) checklist](#).













## **Prior to applying, the following information will need to be gathered:**

1. **Preapproved Plans:** Choose which of the preapproved accessory dwelling unit (ADU) stock plans available on the city’s website you intend on using. Please note that a full water marked version of these plans can be request prior to submittal and will help in the application process. Please contact [CPDinfo@ci.olympia.wa.us](mailto:CPDinfo@ci.olympia.wa.us) or reach us by phone at 360.753.8314 to request a full plan set.
  - i. Identify which combination of ADU plan, roof style, roof slope, and window package you intend on building. (Indicated on watermarked plan set)
  - ii. Please note that as part of this selection you will need to identify the WSCE Energy Code Compliance credits you are opting for. (Indicated on watermarked plan set)

**Next, provide sufficient information with your building permit application to verify the following design review requirements have been addressed for the proposed ADU. Because approval of the ADU design review is directly related to the existing house on the site, photos or images of the existing house must be provided.**

2. **Building Design Narrative:** You’ll be asked to provide a narrative the describes the measures you plan on taking to reflect the architectural character of the primary residence in the ADU through use of related building features. Examples of how to meet this criteria include:
  - *Replicate or approximate roof forms and pitch found on the main house*
  - *Choose window patterns and proportions that are similar to those on the main house*
  - *Select building facade materials and colors that match or are compatible with those used on the main house*
3. **ADU Entry Features:** Describe the measures taken to provide a clearly defined building entry for the ADU that is easily accessible from the street or the existing residence, that has a well-lighted, paved sidewalk to the building entry. Examples of how to meet this criteria include:
  - *The ADU can share the entrance to the main house*
  - *When there is a separate entry, provide an identifying feature, such as a porch, stoop or an eave overhang, that is integral to the ADU structure*
  - *When an exterior stairway to the main ADU entrance is needed, avoid use of open metal, prefabricated stairs.*
4. **Applicant Information:** name and contact information (phone, address, and email)
5. **Name of project:** (project title)
6. **Historic Preservation:** Determine if the existing home has a historic designation or is within one of the city’s five historic districts. ([view the historic preservation map here](#) )
7. **Fire Sprinklers:** Does the existing/primary home have fire sprinklers?

8. **Existing Home:** What is the roof style and slope of the existing/primary home?

- a. Roof style:
- |   |   |   |  |   |   |
|---|---|---|--|---|---|
|  |  |  |  |  |  |
| Gable   | Hip   | Shed  | Gambrel  | Flat  | Other   |
- b. Roof slope:
- |   |   |   |  |   |   |
|---|---|---|--|---|---|
|  |  |  |  |  |  |
|---|---|---|--|---|---|

9. **Proposed ADU:** Roof style and slope of the proposed ADU

10. **Site Information:** include all site addresses and the assessor's tax parcel number

11. **Parcel Area:** (lot size) in square footage

12. **Flood Risk:** Is this property within the FEMA flood zone? If you need assistance with determining this issue, please call 360.753.8314. If the answer is Yes, you will need to provide the Elevation Certificate for FEMA Flood Zone.

13. **Easements:** Are there any existing onsite easements on this property that will affect the proposed development?

14. **Contractor:** name, UBI number, and contact information.

#### ADU Stock Plan - Submittal Requirements:

*The following submittal documents meeting the [Document Submission Standards](#) (see handout for information) will need to be uploaded prior to submitting your application.*

1. **Photos of the existing home:** for design review
2. **Detailed Site Plan:** ([view a sample site plan here](#)). *See minimum requirements below*
3. **Residential Lot Coverage Calculation Worksheet:** to determine if your project requires an Abbreviated Drainage Plan, Full Drainage Control Plan, or if no plan is required for your scope of work. (submit at time of application if necessary). Link to: [Residential Lot Coverage Calculation Worksheet](#)
4. **(If applicable) Drainage Plan:** If your calculations provided in the Residential Lot Coverage Calculation Worksheet identify the need for a drainage plan.  
*(Abbreviated Drainage Plan required for projects with a total hard surface greater than 2,000 sq. ft. and less than 5,000 sq. ft.; full Drainage Control Plan required for projects with a total hard surface greater than 5,000 sq. ft.)*
5. **(Deferred Submittal) Engineered Truss Design:** If unavailable at the time of application, engineered truss drawings can be inspected in the field.

#### DETAILED SITE PLAN - MINIMUM REQUIREMENTS FOR ACCESSORY DWELLING UNIT (ADU) SUBMITTAL FOR BUILDING PERMITS

- Show lot lines, dimensions and lot area in square feet.
- Utilities (water, sewer, storm, franchise) existing and proposed.
- Easements and tracts
- Setback distance in feet to lot lines from building walls.
- Building footprint with roof overhangs and chimney/mechanical pop-outs. Provide footprint area in square feet.
- Driveway and sidewalks locations and area in square feet.
- Porches, patios and decks with area in square feet.
- Street names
- Actual finish floor elevations above mean sea level in vertical datum NAVD88
- Property corners and curblines elevations - NAVD88
- Proposed and existing contour lines

- Drainage (swales, infiltration trenches, footing and roof drain, yard or perimeter drain line, areas of compost-amended soils, etc.)
- Calculations for infiltration trenches, attach table
- Indicate soil type (A, B, C or D)
- Retaining walls with top and bottom wall elevations – NAVD88. (Retaining walls over 4' tall require separate building permit.)
- Existing and proposed surface drainage flows through site
- North arrow
- Scale and dimensions. Preferred scale is 1" = 20'
- Wells and septic onsite and on adjacent properties
- Trees – preserved and new, with tree protection fencing shown, from Soil and Vegetation Plan.
- Show locations on plans of critical areas (steep slopes, creeks, wetlands)
- Show all erosion control items (construction entrance, erosion control fence, sediment pond, etc.) from Drainage Plan.
- Show required frontage improvements in the public right-of-way (sidewalk, driveway).
- Total hard surface greater than 2,000 sq. ft. and less than 5,000 sq. ft., submit Abbreviated Drainage Plan.
- Total hard surface greater than 5,000 sq. ft., submit Drainage Control Plan.

**ADU – Stock Plan Application Checklist:**

**Completed permit application(s):**  Building  Electrical  Mechanical  Plumbing

- Photos of the existing home/primary residence
- Detailed Site Plan (include erosion control measures)
- Residential Lot Coverage Calculation Worksheet
- Engineered truss drawings (*plans can be inspected in the field*)
- Construction Stormwater Pollution Prevention Plan (See Volume II, Chapter 3 of the City of Olympia Drainage Design and Erosion Control Manual)

**Stormwater Review** – Use the [Residential Lot Coverage Calculation Worksheet](#) to determine if a drainage plan is required.

- Total hard surface greater than 2,000 sq. ft. and less than 5,000 sq. ft., submit Abbreviated Drainage Plan.
- Total hard surface greater than 5,000 sq. ft., submit Drainage Control Plan.
- Land disturbing activities greater than 7,000 sq. ft., submit Abbreviated Drainage Storm Plan.
- A Soil and Vegetation Plan Supplement, as outlined in OMC 16.60 and the Urban Forestry Manual.

**Other Requirements**

- If the property is listed on a Historic Register or District: Exterior photographs if the exterior changes proposed, photographs of adjacent or abutting structures, statement of the date of construction of the structure, and description and basis of any code exceptions sought due to historic nature of structure.
- An environmental review supplement if within 500 feet of any critical area (wetland, stream, significant upland habitat area, seismic hazard area, landslide hazard area, frequently flooded area, or critical aquifer recharge area).
- Model Soil Management Plan (typically included in the stormwater drainage plan.)
- Elevation certificate if in FEMA Flood Zone; Minimum floor elevation for Sea Level Rise zones

Permit fees and plan check fees are calculated based on ICC published actual construction cost per OMC 4.36.010.4. A Technology Fee of 3.9% is applied to all Land Use, Engineering and Building permit & plan review fees.

**Questions?**

Contact the Permitting Center Monday - Friday, 8 a.m. - 4 p.m.

**In Person:** Olympia City Hall - 2nd Floor, 601 4th Avenue E

**By Phone:** 360.753.8314

**Via Email:** [cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)