



GARDEN COTTAGE PERMIT READY ADU, PERMIT GUIDE

DEVELOPMENT SERVICES



The Garden Cottage Program offers Danville Residents a selection of Permit-Ready Accessory Dwelling Unit (ADU) building plans. Use of these plans will save an applicant time and money on initial architectural and engineering design costs. These plans are also eligible for reduced permit fees and expedited plan review by the Town of Danville Development Services Department. This guide has been created to assist you in the preparation of your Building Permit submittal for your ADU. Please follow the steps outlined below.

Step 1: Obtain Permit Materials

- Visit the Town's web site www.danville.ca.gov/ADU and review the documents listed below:
 - [Garden Cottage ADU Checklist](#)
 - [Plan Selection Guides](#)
 - [Plan Set](#)
 - Hold Harmless Statement
 - [Building Permit Application](#)

Step 2: Review and Complete Material

- Select desired floor plan size (Studio / 1 Bed-1 Bath / 2 Bed-2 Bath).
- Select desired style (Craftsman / Mediterranean / Contemporary).
- Select foundation type (Spread Footings / Piers). If unsure, please consult a licensed engineer for recommendations.
- Review and complete, as necessary, the referenced items in Step 1.



Step 3: Review Town Submittal Requirements

- Contact the Planning Division (925)314-3310 for a preliminary review of the proposed development.
- Prepare plans per the Garden Cottage ADU Checklist.
- Consult with design professional to prepare a Plot Plan/Site Plan and (if applicable) grading plans.
 - For assistance see the Town's handout for [How to Prepare a Plot Plan](#). If further assistance is required a surveyor or architect is recommended.
 - For setback requirements see the Town's [Setback Guidelines](#).
 - For minimum fire separation distances, refer to California Residential Code Section R302.
 - Provide Electrical Load Calculations and show the location of subpanel and amperage on plot plan.
- List all required *Deferred Submittal items* on the coversheet of the drawings. Deferred submittals are subject to *additional review and permitting fees* and must be completed prior to permit finalization (Step 10).
 - Fire Sprinkler System:** required if the primary residence has existing fire sprinkler system.
 - Photovoltaic (Solar) System:** See Title 24 Energy Calculations for required rating of PV system. Note, the Town's permit ready plans do not include designs for the required PV system. Please prepare an application as outlined in our [PV system Submittal Requirements](#).
 - Gas Line:** required for addressing all gas appliances (e.g. Furnace, Water Heater, Gas Stove, etc.). See the Town's handout for [Gas Line Submittal Requirements](#).
- Contact the Building Division (925)314-3330; building@danville.ca.gov with any specific questions regarding submittal requirements.

Step 4: Assess Project Valuation

- Obtain Valuation. This is the contractor's bid for the fair-market cost of labor and materials to construct the ADU. Please note that the cost will vary depending on finish materials and site-specific conditions/constraints.

- You can visit the Department of Consumer Affairs, Contractors State License Board website for assistance on finding a licensed contractor: https://www.cslb.ca.gov/consumers/hire_a_contractor/.

Step 5: Contact Outside Agencies for Approval

- Contra Costa Central Sanitary District approval is required at submittal (Step 6) **for all projects**.
- Contra Costa Environmental Health Department approval is required at submittal (Step 6) for properties on septic systems.
- San Ramon Valley Fire approval. Approval letter required at submittal (Step 6), final sign off from Fire Department prior to the Town's Final Inspection (Step 10).
- San Ramon Valley Unified School District impact fee receipt is required prior to permit issuance (Step 8).
- Please review the [Outside Agency Checklist](#) for complete details.

Please note that Outside Agencies are not affiliated with the Town, and separate processing timelines may apply.

Step 6: Application Submittal

- Submit your application materials to the Town of Danville Permit Center and pay permit fees.
Visit www.danville.ca.gov/permitcenter for more information on the Permit Center.
 - o For eligibility for expedited review, plans must be submitted in person. To schedule an appointment, contact the building division at (925) 314-3330. The Permit Center is located at 510 La Gonda Way.
 - Print 3 hard copies of plans on 24"x36" sheets and 2 copies of all other forms from Step 1.
 - o To save on printing costs, you may instead submit a digital application online at www.danville.ca.gov/CSS.
 - o Visit our [website](#) to review instructions for submitting online through the Town's Online Permit Portal.

(Note: at this time, online applications are not eligible for expedited review)

- If plans are *modified* from the pre-approved documents, the application will be treated as a brand-new design and will not be eligible for expedited review or reduced permit fees. In most cases, modified plans will not be approved over the counter, and will be processed and routed for further review. If there are plan review comments, the applicant will be notified and will receive further instructions. Plan review fees will be collected at the time of application.

Step 7: Application Review

- Town staff from the building, engineering, and planning divisions review the construction documents to verify that the proposed construction is compliant with all pertinent building codes and local ordinances.

Step 8: Permit Issuance

- Once all reviews have been conducted and pre-issuance conditions have been satisfied, the Building Permit will then be issued. This authorizes the commencement of construction.
- Deferred submittals must be submitted, approved, and inspected prior to the building final inspection.

Step 9: Permit Inspections

- In-progress inspections will be required throughout the duration of construction. Consult with your contractor for identifying required inspections. The permit-holder is responsible for scheduling inspections (CRC R109.3)
For How to schedule an inspection: www.danville.ca.gov/Inspections
For questions regarding inspections, contact the Town's Building Inspectors: (925)314-3350

Step 10: Final Inspection & Occupancy

- The permit-holder will be responsible for coordinating final inspections with all applicable outside agencies (Step 5).
- Once the building final inspection from the Town has been completed, the new dwelling may be occupied.