



# Instructions for Preapproval of ADU Plans

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Thank you for your interest in submitting plans for preapproval of an Accessory Dwelling Unit (ADU) with the City of Carpinteria. The intention of this program is to allow property owners the option of purchasing preapproved plans from a selection of designs provided by private architects and/or designers. The preapproved plans will be posted on our ADU webpage with your contact information. If a property owner is interested in your plan, they will reach out to you directly to make arrangements for purchase. The City functions only as an intermediary between property owners and preapproved ADU plan providers per [AB 1332](#).

1. Please review the City's ADU Program webpage to familiarize yourself with our program and the typical permitting process and requirements. You can follow this link: <https://carpinteriaca.gov/city-hall/community-development/planning/accessory-dwelling-unit-program/>
2. Plans that are submitted for preapproval will be processed with a building permit application and will be subject to standard plan check review. A deposit, based on the estimated cost of construction, will be required at the time of submittal and plan check fees will be charged when the review is complete. The ADU building permit application is available here: [https://carpinteriaca.gov/wp-content/uploads/2023/02/cd\\_ADU-JADU-BP-App-Packet\\_2023.pdf](https://carpinteriaca.gov/wp-content/uploads/2023/02/cd_ADU-JADU-BP-App-Packet_2023.pdf) And the advance plan check deposit schedule is available here: [https://carpinteriaca.gov/wp-content/uploads/2022/11/BP\\_Advance-Plan-Check-Deposit.pdf](https://carpinteriaca.gov/wp-content/uploads/2022/11/BP_Advance-Plan-Check-Deposit.pdf)
3. For ADU plan preapproval, the following items are **NOT** required for the building permit application submittal package:
  - Job Address
  - Assessor's Parcel Number (APN)
  - Home Owners Association (HOA) approval
  - Intent to Serve Letters for water and sewer service
  - Contractor information
  - Property Owner information and signature
  - CSFPD Fire Protection Certificate-Building Application (FPC-B)
4. If you have any questions, please contact Syndi Souter, Senior Planner, at 805-755-4405 or [syndis@carpinteriaca.gov](mailto:syndis@carpinteriaca.gov). Application packages can be submitted in-person or by mail to City Hall at 5775 Carpinteria Avenue, Carpinteria, CA 93013; or submitted digitally at [cddapplications@carpinteriaca.gov](mailto:cddapplications@carpinteriaca.gov) with a copy to [syndis@carpinteriaca.gov](mailto:syndis@carpinteriaca.gov).