



**CITY OF EL CENTRO**  
COMMUNITY DEVELOPMENT DEPARTMENT  
Building and Safety Division  
1275 W. Main Street, El Centro, CA 92243  
Tel. (760) 337-4508

[www.cityofelcentro.org/communitydevelopment](http://www.cityofelcentro.org/communitydevelopment)

## Accessory Dwelling Unit Application Checklist

INSTRUCTIONS: Submit this form with the building permit application for an accessory dwelling unit

### REQUIRED APPLICATION SUBMITTAL DOCUMENTS

#### Building Permit Application

- Project valuation
- Complete and descriptive project description
- Sign and dated by the applicant or licensed contractor

#### Building Plans printed on at least 11" x 17" sheets (2 sets) including:

- Site Plan
- Mechanical
- Electrical
- Plumbing
- Existing/Proposed Floor Plans
- Exterior Elevations
- Building Cross Sections
- Framing Plan
- Roofing Plan Calculations
- Energy Calculations registered with the CalCERTS or CHEERS for detached Accessory Dwelling Units

### PLAN PREPARER CONTACT INFORMATION

Provide the contact information for the individual preparing the building plans.

Name:

Company:

Phone:

Mailing Address:

City, State, ZIP:

Email Address:

### STAFF USE ONLY

Building Permit Number: