



CITY of CLOVIS

BUILDING DIVISION

1033 FIFTH STREET • CLOVIS, CA 93612

Pre-Approved Accessory Dwelling Unit Program Application

Pre-approved accessory dwelling unit identification: _____

Proposed square footage: _____ Permit Number: SAPN- _____

Detailed description of accessory dwelling unit:

Patio / Porch SQ FT: _____

Garage / Misc. SQ FT: _____

Architect/Engineer/Draftsperson: _____

Required Information:

Phone: _____

Address: _____

Signature: _____ Date: _____

1. The pre-approved Accessory Dwelling Unit (ADU) shall comply with the current California codes.
2. Submit a complete plan with all supporting documents for plan review. Read the SFR Minimum Submittal Requirements document on the building division website for further information. (<https://cityofclovis.com/planning-and-development/building/>). **Place an option box on the cover page to indicate whether it will have a fire sprinkler system.** Additional plans may be requested once the review starts.
3. For fire sprinkler approval, the plan and application will require a separate fire sprinkler plan to be submitted to the portal and routed to the Fire Department for review and approval.
4. Options to the plans will be limited to four options per ADU plan set.
5. Once the plans are approved, the Architect/Engineer/Draftsperson shall supply the floor plan and elevations to the building division so we can place them on the City of Clovis Building Web Page. The website will also contain the architect/engineer/draftsperson's contact information.
6. The customer will contact the Architect/Engineer/Draftsperson to obtain permission to use the pre-approved plans. The Architect/Engineer/Draftsperson shall e-mail Jessen@cityofclovis.com, Nicoled@cityofclovis.com and Bradf@cityofclovis.com. The e-mail shall have the customer's name and contact information with which Standard ADU Plan Number (SAPN) the customer has chosen and which options will be used.
7. The customer will need a completed site plan/plot plan and an application that shows which pre-approved plan set and which options will be used, and they will submit these to the Building Division.
8. When the permit is issued, the building division will give the customer access to the plans.
9. If the pre-approved plan is modified beyond the four options, it must undergo another review to complete the normal submittal and plan review process.