



Foster City Community Development Department, Building Division  
610 Foster City Blvd., Foster City, CA 94404

Office: (650) 286-3227 | Email: <https://www.fostercity.org/commdev/page/planning-division>

Website: [www.fostercity.org/commdev](http://www.fostercity.org/commdev)

## **Pre-Reviewed GLADUR Accessory Dwelling Unit (ADU) Plans Program Checklist**

<b>BUILDING</b>	
	<a href="#">Pre-Reviewed ADU Building Permit Application Form</a>
	<a href="#">Pre-Reviewed ADU Plans Waiver and Release Form</a>
	Contractor's Declaration (Required for licensed contractors)
	<b>Owner-Builder Acknowledgement and Information Verification Form</b> (Required when Building Owner or Agent for the Owner is applying for a permit)
	<b>Permit Fees</b> will be due once the application has been approved by all the required divisions and all conditions have been complied with ( <a href="#">Master Fee Schedule</a> ).
	For all units 500 square feet or more, submit the <a href="#">School District Certification of School Impact Fees</a> Form.
	<b>Site plan</b> showing property lines and all existing easements with existing and proposed utility layout for water, sewer/drain, gas, and electricity. <ul style="list-style-type: none"><li>• Include site setbacks for all existing structures, proposed location of the ADU, and proposed location of any exterior equipment.</li><li>• Identify if separate utility metering devices will be installed and locations if applicable.</li><li>• Identify drain cleanout locations, existing and new.</li><li>• Verify size of existing water meter and if connected to a shared water service with other buildings or structures.</li></ul>
	<b>PGE approval letter</b> that new ADU load can be supplied by existing service or provide details for installing a new service approved by PG&E.
	<b>Engineered foundation plan</b> with design per geo tech soils report. <a href="#">See Foster City Design Criteria</a> .

	<a href="#">2022 CalGreen Checklist.</a>
	Submit <a href="#">Address Assignment Request Form.</a>
	Submit the <a href="#">Special Inspection, Structural Observation and Testing Agreement Form.</a>
	Plans shall reflect and site most up-to-date <b>Building Code</b> cycle.
<b>PLANNING</b>	
	On the <b>Site Plan</b> , show setbacks for proposed ADU consistent with Foster City Code Chapter 17.78 (Accessory Dwelling Units).
	Any Mechanical and PV Equipment associated with the proposed ADU shall comply with Foster City Code Chapter 17.54.080.B. An Architectural Review Permit will be required if the equipment is located closer than five (5) feet to the side property line.
	<a href="#">ADU Neighbor Notification Report &amp; Form.</a>
	<a href="#">ADU Homeowner Survey.</a>
<b>PUBLIC WORKS</b>	
	<p><b>Site plan</b></p> <ul style="list-style-type: none"> <li>• All property lines and bearings shall be properly dimensioned and scaled.</li> <li>• Location, dimension, and name of holder of all existing and proposed easements with proposed utility layout including materials and appurtenance for water, sewer, gas, and electricity. A Title Report may be required indicating all existing easements.</li> <li>• Right-of-way call outs and all existing and proposed street improvements within right-of-way including but not limited to driveway approaches, sidewalk, curb and gutter, etc.</li> <li>• Location of existing and proposed buildings and structures.</li> <li>• If new connections or upsize to City mains are being proposed or required, show existing and proposed connections and locations, dimensions, and pipe materials of City mains.</li> <li>• Use City Standard Details on plans and call out appropriate details on site plan.</li> <li>• An <a href="#">Engineering Encroachment Permit</a> will be required for all work in City Right of Way.</li> </ul>
	Submit a <b>Waste Management Plan</b> . For more information, please visit the <a href="#">Foster City webpage</a> .

	<p>Include the <a href="#">BMP Plan Sheet</a> with the plan set.</p> <ul style="list-style-type: none"> <li>• For small projects that create and/or replace 2,500 square feet or less of impervious surface, submit a <a href="#">Stormwater Checklist for Small Projects</a>.</li> <li>• Show on plans the existing and proposed drainage systems including pipe locations, dimensions, materials, and facilities.</li> </ul>
	<p>If ADU is part of a Multi Family development, <a href="#">EMID Water Neutrality Ordinance</a> must be satisfied.</p> <ul style="list-style-type: none"> <li>• Projects proposed in single-family residential districts are exempt.</li> <li>• A water demand and offset report shall be provided by a qualified water engineering consultant, or equivalent. The report shall include, at a minimum, calculation of historic use, new proposed use and water demand (indoor and outdoor), and water saving factors.</li> <li>• To obtain the historic use data for the site. Please email <a href="mailto:utility@fostercity.org">utility@fostercity.org</a> requesting the historic data. The letter should specify all properties/water meters in which data is needed for.</li> <li>• For more information, please visit the <a href="#">City webpage</a>.</li> </ul>
	<p>For large projects or projects proposed in multiple-family zoning districts, additional information may be required.</p>
<b>POLICE</b>	
	<p>The Police Department is requesting contact information from the property owner's address on the ADU if possible, lighting and accessibility in the need of an emergency from Police or Fire.</p>
<b>SAN MATEO CONSOLIDATED FIRE DEPARTMENT</b>	
	<p>Check for <a href="#">ADU and Automatic Residential Fire Sprinkler System Requirements</a>.</p>