



ADU Requirements and Application Checklist

Are you thinking about building an ADU? The following checklists will help you understand city requirements, what you'll need to consider and what to submit for your building permit application.

We are here to help. If you have any questions, please contact the Planning and Building Department at 707-942-2827 or building@calistoga.gov. Visit our [website](#) for more information.

Also visit [Napa Sonoma ADU](#) for additional resources. Look at sample floorplans and photos, use the [Address Look-Up Tool](#) to find out what you are eligible to build or the [ADU Calculator](#) to estimate costs or rents. Download the [free ADU Workbook](#) with information on the entire process and learn about their free [ADU Feasibility Consults](#).

A | Property and Project Information

This checklist will help you understand if an ADU is allowed on your property, if there are special issues to be aware of early in the process and what other agencies you may need to follow up with about additional fees or permits.

Owner/Project Contact

Name:

Phone:

Email:

Parcel and Property

Project Address:

Zoning District:

APN:

Lot Size:

Type of Construction:

Height:

Number of Stories:

Square Footage:

Historic Status:

Additional Parcel Designations:

Hillside or known fills, slides, or soil creeps Water or Sewer Septic High Severity Zone

Fire Sprinklers in Primary Unit: Yes No

Fire Alarm (manual/automatic): Yes No

Type of ADU and Specifications

Proposed Location on Lot:

Type: Detached Attached Conversion Above Garage JADU Legalizing Existing Unit

Size:

Setbacks:

Height:

Special Site Circumstances to Address	Applicable	Complete
<p>Soils Study Only required if an ADU is on hillside or has known fills, slides, or soil creeps.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Additional Water or Sewer Utilities New or separate utility connections may be required for ADUs only; not required for JADUs. Contact Public Works at 707-942-2828 for more information.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Wildland Urban Interface (WUI) Standards If your ADU is in the High Severity Zone, the Wildland Urban Interface (WUI) standards may apply.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fire Sprinklers Not required for an ADU if not required for the primary unit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Flood Risk Confirm with City staff if your property is located in a flood hazard area.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other</p>	<input type="checkbox"/>	<input type="checkbox"/>
Other Agency Fees and Permits	Applicable	Complete
<p>School Fees For ADUs more than 500 square feet. Contact Calistoga Joint Unified School District at 707-942-4703.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Impact Development Fees For ADUs more than 750 square feet.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Septic Systems Some sites may require septic system improvements or additions. Contact the Napa County Environmental Health Division at 707-253-4417.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other</p>	<input type="checkbox"/>	<input type="checkbox"/>

B Building Permit Application Checklist

This checklist will help you know what to submit for your building application. Homeowners are encouraged to hire a licensed architect, designer or builder to draw up plans and prepare the application. For more information on hiring a team, download the [free Napa Sonoma ADU Workbook](#). Detailed requirements are in the [Building Permit Checklist](#).

What to Submit	Complete
# Sets of Plans (Confirm with City staff submittal requirements) Size: Dimension: North/South arrow placement:	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Floor and Roof Plan	<input type="checkbox"/>
Building and Exterior Elevations	<input type="checkbox"/>
Foundation Plan	<input type="checkbox"/>
Plumbing, Electrical, and Mechanical Plans	<input type="checkbox"/>
Energy Requirements	<input type="checkbox"/>
Tree Replacement Plan (if required)	<input type="checkbox"/>
Calculations (if required) <input type="checkbox"/> Title 24 State Energy Compliance Documents <input type="checkbox"/> Structural Calculations <input type="checkbox"/> Geotechnical or Soils Reports	<input type="checkbox"/>
Other Agency Permits and Fees Paid (if required)	<input type="checkbox"/>

Contact Information and Forms

Public Works 707-942-2828

Calistoga Joint Unified School District 707-942-4703

Napa County Environmental Health Division 07-253-4417

[Building Permit Application](#)

[Portal and Complete List of Application Materials](#)

[ADU Process Graphic](#)

[Building Permit Application Process Flow](#)

[Summary of ADU and JADU Regulations](#)

[FAQ](#)