



E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

Please save and upload **PDFs** of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Plan Submission Portal must comply with the E-Plan Submittal Requirements.

- STEP 1:** Select project group: **BUILDING AND GRADING**
- STEP 2:** Select project type: **RESIDENTIAL ACCESSORY DWELLING UNIT**
- STEP 3:** Complete the required documents and questionnaire (if applicable) below.
- STEP 4:** Log in to the [Online Plan Submission Portal](#) and enter your project information to begin the pre-application process.
- STEP 5:** Upload your completed PDF documents.

ADDITIONAL INFORMATION

1. All residential accessory dwelling unit permit applications must be accompanied by a completed ADU Verification Form. Please contact the Development Assistance Center via email at DAC@cityofirvine.org or by phone at 949-724-6308 to verify if your property is eligible for an Accessory Dwelling Unit PRIOR TO YOUR SUBMITAL.
2. All residential accessory dwelling unit projects must comply with the City of Irvine [E-Plan Submittal Requirements](#).
3. All residential accessory dwelling unit projects are required to submit an online [Construction and Demolition Waste Management Plan](#). This must be completed and approved before a permit can be issued.
4. Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments, nor will your plan review period begin, until payment has been received.

DOCUMENTS

- [Electronic/Digital Signature Disclosure](#)
- [Building Permit Application](#)
- [Residential Take-Off Sheet](#)
- [Recycling and Diversion of Construction and Demolition Waste Assessment 2.0](#)
- [OCFA Plan Submittal Criteria \(NOTE: Upon review, City staff will email an OCFA SR Form if required\)](#)
- [Developer Deposit Case Set Up](#) (click to complete digital signature and upload separately)
- [Transportation Corridor Agencies Residential Fee Determination](#)
- [School Facilities Fees Determination](#)
- [ADU VERIFICATION FORM](#) (**Must be signed by Development Assistance Center Staff**)
- [City Standard Title Sheet](#): All submittals must include an updated City Standard Title Sheet as the first page of the Architectural plan set.



COMMUNITY DEVELOPMENT
Building and Safety

BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY	
PLAN CHECK #:	_____
SUBMITTAL DATE:	_____
TARGET DATE:	_____
EXP DATE:	_____

PROJECT ADDRESS		SUITE	GRID NUMBER
TRACT	LOT	UNITS	
RESIDENTIAL TRACTS: PRODUCT NAME		PHASE	VILLAGE
PERMIT TYPES APPLIED FOR			
<input type="checkbox"/> RESIDENTIAL BUILDING <input type="checkbox"/> COMMERCIAL BUILDING <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> NON-STRUCTURAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL			

APPLICANT INFORMATION			PROJECT INFORMATION			
APPLICANT/COMPANY NAME			DESCRIPTION OF WORK			
ADDRESS	CITY	ZIP				
CONTACT	PHONE					
EMAIL			RELATED GRADING CASE/OTHER RELATED CASES			
OWNER OF THE PROPERTY			PROJECT INCLUDES AN ACCESSORY DWELLING UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
			TYPE: <input type="checkbox"/> ATTACHED <input type="checkbox"/> DETACHED <input type="checkbox"/> GARAGE CONVERSION			
ADDRESS			DOES THE PROPOSED USE INCLUDE MEDICAL OR CHIROPRACTIC OFFICES; OR RETAIL OR WAREHOUSE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
CITY			OCCUPANCY GROUP(S)			
ZIP			CONSTRUCTION TYPE			
CONTACT			OCCUPANCY CURRENT			
			PROPOSED			
PHONE	EXT	EMAIL	CURRENT USE			
			PROPOSED USE			
TENANT NAME			VALUATION	NO. OF STORIES	SPRINKLERS	A/C
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

FOR OFFICE USE ONLY: PLAN CHECK FEE SUMMARY

BUILDING: _____ ELECTRICAL: _____
 ENERGY: _____ MECHANICAL: _____
 ZONING: _____ PLUMBING: _____
 WMPB: _____ AUTOMATION: _____

TOTAL PLAN CHECK FEES: \$ _____

RECEIPT #: _____ CUSTOMER #: _____
 IFAS#: _____ EST INITIALS: _____
 TMPL#: _____ SUB INITIALS: _____
 TMPL#: _____ TMPL#: _____
 TMPL#: _____ WMPB#: _____

BY SIGNING BELOW, I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT.

EXISTING BUILDINGS

CHECK ALL THAT APPLY TO YOUR SCOPE OF WORK

INT. ALT. _____ sq.ft. DEMOLITION _____ sq.ft.
 EXT. ALT. _____ sq.ft. REPAIR _____ sq.ft.
 ADDITION _____ sq.ft. PARKING LOT _____ sq.ft.
 ADU (TOTAL) _____ sq.ft. NO. OF SPACES _____

NEW BUILDINGS ONLY

COMMERCIAL: Complete data sheet for multiple buildings.

TOTAL NUMBER OF BUILDINGS: _____
 TOTAL SQ. FT. OF ALL BUILDINGS: _____

RESIDENTIAL: Complete data sheet for multiple floor plans.

CHECK ONE: MODELS PRODUCTION
 CHECK ONE: SFD DET CONDO
 CHECK ONE: ATT CONDO APT

TOTAL NUMBER OF DWELLING UNITS: _____
 TOTAL SQ. FT. OF DWELLING UNITS: _____

APPLICANT SIGNATURE _____ PRINT APPLICANT NAME _____ DATE _____



SUBMITTAL DATE: _____
PLAN CHECK #: _____
TEMPLATE #: _____

RESIDENTIAL TAKE-OFF SHEET

PROJECT ADDRESS

ELECTRICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E4R	Electrical Appliances (Hard Wired)	
E7.1R	New Branch Circuit	
E4R	Fixtures (Lighting, Ceiling fans), Smoke Detectors (Hard Wired)	
E6.1R	New Meter/Service	
E7R	Outlets/Switches	
E19/20	Panelboard/Switchboard	
E5.7	Power Apparatus Over 10 KVA/HP/KW	

MECHANICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
M2A	Furnace, up to 100,000 BTU	
M2A	Furnace, over 100,000 to 500,000 BTU	
M4R	Environmental Exhaust Fans (i.e. Kitchen/Range Hood, Bathroom, Clothes Dryer)	
M8R	Registers and Grills	
M14R	Incidental Gas Piping	
M15R	Install and/or Relocate Space Heater (Fireplace, Wall Heater, etc.)	
M19R	Residential Air Conditioning	

PLUMBING ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
P2R	Plumbing Fixtures (Including Sump Pumps, Sewage Ejectors, Back Flow Devices)	
P3R	Dishwasher	
P4R	Garbage Disposal	
P5R	House Sewer (Line or Connection)	
P12R	Water Heater and/or Vent	
P13R	Gas Outlets	
P17R	Repair/Alter to Water Piping (Including Water Treatment Systems such as Softeners and Filters)	
P18R	Repair/Alter to Waste and Vent Piping	



RECYCLING AND DIVERSION OF CONSTRUCTION AND DEMOLITION WASTE ASSESSMENT 2.0

The City of Irvine Municipal Code (Section 6-7-900) and the California Green Building Standards Code (Sections 4.408, 5.408, and 5.713.8) require that most projects recycle and/or divert construction and demolition waste. The purpose for this is to promote the reuse of resources and to help extend the longevity of the local landfills pursuant to the California State law AB 939 (Sher), SB1374 (Kuehl) et al. Complete the questions below to determine if your project is subject to recycle/diversion requirements.

For projects required to comply with these provisions, percentages of materials subject to recycling have increased under the 2016 California Green Building Standards Code and the City of Irvine Municipal Code. The new percentages are as follows:

Residential Projects -

- 75 percent of non-hazardous concrete and asphalt construction and demolition debris.
- 65 percent of all other construction, demolition, excavated soil and land clearing debris.

Non-residential Projects -

- 100 percent of all non-hazardous excavated soil and land clearing debris.
- 75 percent of all non-hazardous concrete and asphalt construction and demolition debris.
- 65 percent of all other non-hazardous construction, demolition debris.

CHECK THE BOXES BELOW AS APPLICABLE - DOES YOUR PROJECT INCLUDE:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	A new single family or multi-family residential main building or accessory building?
<input type="checkbox"/>	<input type="checkbox"/>	The remodel or renovation of an existing single or multi-family residential building that adds conditioned area or volume?
<input type="checkbox"/>	<input type="checkbox"/>	A non-residential project subject to a building permit?

If you answered YES to any question, your project is subject to the recycling/diversion requirement which includes the approval of a waste management plan and posting of a bond at permit issuance. Bond must be paid by check or surety bond. You may initiate this process at any time by contacting the City's Environmental Programs at 949-724-7669 or visit cityofirvine.org/c&d. [Note: projects with demonstrably small volumes of anticipated debris may be exempted.]

PROJECT ADDRESS

NAME OF INDIVIDUAL COMPLETING ASSESSMENT

COMPANY

SIGNATURE

DATE

IMPORTANT NOTES: (1) The assessment will be verified during plan review. Mistakes in this initial assessment may result in project delays; (2) Some project proponents choose to award the construction contract prior to posting a bond and/or getting the waste management plan approved. While this is completely acceptable, the processing time does become a critical path item. It is therefore important that this step be appropriately included in the overall project schedule.



ORANGE COUNTY FIRE AUTHORITY

SFR

Plan Submittal Criteria Form

Required for Single Family or Duplex Residences
(Use Commercial form for lots with 3+ dwelling units or new residential tracts)

Complete the Project Information and Questionnaire below, then sign and date the Applicant Certification.

Project Information

New Single Family Residence/Duplex
 Addition/Remodel
 ADU
 Other

Address:	Unit #:	City or Unincorporated County Area:	ZIP:
Scope of Work:			
Existing Area:	Area to be Added:	Total Resulting Area:	Stories: Area Added in Past 2 Years (excluding this project):

Questionnaire

	Yes	No		OCFA Plan Type if "Yes"
1.	<input type="checkbox"/>	<input type="checkbox"/>	New – Is this a new single family residence or duplex?	<i>*(PR160) Residential Site with Water Availability (PR400-402) Fire Sprinkler</i>
2.	<input type="checkbox"/>	<input type="checkbox"/>	ADU – Is this a new Accessory Dwelling Unit (ADU) on the same property as a house that already has fire sprinklers or a house that will have fire sprinklers added as part of this project?	<i>(PR400-402) Fire Sprinkler</i>
3.	<input type="checkbox"/>	<input type="checkbox"/>	Addition – Is this (A) an addition to a currently sprinklered building, or (B) an addition requiring a fire sprinkler retrofit based on a threshold set by local ordinance?	<i>(PR400-402) Fire Sprinkler</i>
4.	<input type="checkbox"/>	<input type="checkbox"/>	Distance – Is the most remote portion of the addition, ADU or other detached structure greater than 140-feet from the fire access roadway?	<i>*(PR160) Residential Site</i>
5.	<input type="checkbox"/>	<input type="checkbox"/>	Total Area – Will the addition result in a total area of greater than 3,600 square feet (sf) for non-sprinklered buildings, or greater than 6,200 sf for sprinklered buildings, including the area of all enclosed spaces, such as garages, stairs, and detached structures separated by less than 10-feet?	<i>*(PR160) Residential Site with Water Availability</i>
6.	<input type="checkbox"/>	<input type="checkbox"/>	Remodel – Is this a remodel of a sprinklered building with a scope of work that includes adding or removing any interior walls? Note: If "Yes", then project must be evaluated by a C-16 licensed contractor to determine if a fire sprinkler modification is needed.	<i>(PR400-402) Fire Sprinkler</i>
7.	<input type="checkbox"/>	<input type="checkbox"/>	Detached Structure – Is this a new detached utility or accessory structure (not an ADU), such as a garage, workshop, game room, pool house, barn, etc., requiring fire sprinklers based on a threshold set by local ordinance?	<i>*(PR160) Residential Site (PR400-402) Fire Sprinkler</i>
8.	<input type="checkbox"/>	<input type="checkbox"/>	Gate – Is a gate being installed across a driveway or road that is designated as a fire department access roadway, or a driveway or road that serves more than a single home/duplex?	<i>(PR180) Gate</i>
9.	<input type="checkbox"/>	<input type="checkbox"/>	Methane – Is project located in or less than 100' from a "Division of Oil, Gas, and Geothermal Resources" (DOGGR) field boundary or well (active or abandoned), less than 300-feet from an oil/gas seep, or less than 1000-feet from a landfill? (Note: For projects in Yorba Linda, this requirement only applies to new homes, enclosed accessory structures, addition to existing structure greater than 1000 sf, and ADU's).	<i>*(PR160) Residential Site *(PR172-174) Methane Test/Mitigation Plans</i>
10.	<input type="checkbox"/>	<input type="checkbox"/>	Vegetation – Is the property/structure (A) on the perimeter of a community containing, or adjacent to slopes or hills, or (B) adjacent to an open space or wildland area containing non-irrigated vegetation, or (C) in a State Responsibility Area or Local Responsibility Area "Fire Hazard Severity Zone", as defined by the State, or (D) near an area that could be affected by a wildfire in the open space.	<i>*(PR125) Fuel Modification (PR182) Accessory Structure</i>

*OCFA approval required before issuance of a grading/building permit. All other plans types may be deferred submittals.

Applicant Certification

I certify, under penalty of perjury, under the laws of the State of California, that the information above is true:

Print Name: _____ Signature: _____ Date: _____
 Phone Number: _____ Email: _____

Attention Building Department Staff – After you've verified all questions were answered accurately as "No", then you may accept this signed form as a written release that an OCFA review is not required. If any questions were answered as "Yes", then the plan type on the right side may be required.



SCHOOL FACILITIES FEE DETERMINATION

This form must be submitted in conjunction with all applications for Code Compliance except those for Tenant Improvements. CODE COMPLIANCE NO. _____

PART I: PROJECT INFORMATION (To be completed by Applicant)

PROPERTY OWNER NAME, APPLICANT NAME, OWNER ADDRESS, APPLICANT ADDRESS, CITY, STATE, ZIP, PHONE, PROPERTY ADDRESS/LOCATION, DESCRIPTION OF WORK TO BE DONE

EXISTING/PROPOSED LAND USE
RESIDENTIAL No. Units: _____ INDUSTRIAL COMMERCIAL/OFFICE OTHER (Specify): _____
Total number of buildings for which permits are requested: _____
Is the building currently occupied? YES NO If NO, anticipated occupancy date: _____

PART II: FEE DETERMINATION WORKSHEET (To be completed by Staff)

A. TYPE OF CONSTRUCTION: New Expansion Alteration Accessory Dwelling Unit (ADU) Other
B. SIZE OF PROPOSED DEVELOPMENT: Gross floor area (determined by City Plan Check Engineer) _____ sq. ft.
C. SCHOOL DISTRICT: Irvine (IUSD) Saddleback Valley (SVUSD) No; proceed to Section D
Irvine (IUSD CFD) Santa Ana (SAUSD) Tustin (TUSD) Yes; proceed to Part III
D. FEE CALCULATION (Attach additional sheets if necessary):
1. Fees for SVUSD, SAUSD, TUSD are calculated and collected by the appropriate school districts; proceed to Part III.
2. IUSD fee calculation: _____ (sq. ft.) X \$ _____ (factor) = \$ _____ (fee)

PART III: FEE DETERMINATION (To be completed by Staff)

Prior to issuance of a Building Permit, a Certificate of Compliance must be obtained from the school district noted below (refer to the Information Sheet for the person responsible for the collection of fees). A copy of this determination form should be presented to the school district to expedite collection of fees. IUSD will not accept payment unless fees are accompanied by this determination form.
This project is EXEMPT from school fee requirements for the following reason:
Proposal does not involve addition or construction of assessable commercial, industrial, or residential floor area.
The subject property is located within a CFD. IUSD exempts these areas from the collection of school fees.
The project consists of an addition of less than 500 sq. ft. to an existing residential structure.
ADU is 749 sq. ft. or less.
Other (Specify): _____

PREPARED BY _____ TITLE _____ DATE _____



TRANSPORTATION CORRIDOR AGENCIES RESIDENTIAL FEE DETERMINATION

CODE COMPLIANCE NUMBER: _____

PAGE: _____ OF: _____

PART I: PROJECT INFORMATION (To be completed by APPLICANT) PART II: FEE DETERMINATION (To be completed by CITY STAFF)

PROJECT: _____
 BUILDER: _____
 APPLICANT NAME: _____ PHONE: _____
 TRACT: _____ LOTS: _____
 ADDRESSES: _____
 TOTAL NUMBER OF BUILDINGS: _____ TOTAL NUMBER OF UNITS: _____

CORRIDOR AGENCY: _____
 ZONE: _____
 SF RATE: _____
 MF RATE: _____

PROJECT INFORMATION					SINGLE FAMILY OR MULTI-FAMILY			FEE CALCULATION		
LOT NO.	ADDRESS	UNIT TYPE	# OF THIS UNIT TYPE PER BLDG	SQ. FT. PER UNIT	DETACHED	SEPARATE LOT	>= 1500 SQ. FT.*	SF or MF	FEE CALCULATION UNITS @ \$ _____ EACH	FEE
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N			
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N			
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N			
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N			
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N			
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N			
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N			
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N			
TOTAL UNITS:					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	TOTAL UNITS:	TOTAL FEE:	

PREPARED BY : _____
 COMPANY: _____ APPLICANT
 DATE: _____

If YES to two or more categories:
Single Family (SF)
 If NO to two more categories:
Multi-Family (MF)
 *Garage sq. ft. is NOT included

PREPARED BY : _____
 TCA RECEIPT #: _____ CITY OF IRVINE
 DATE: _____ AMOUNT: _____

PART III: FOR FEE CREDIT USE ONLY (To be completed by Transportation Corridor Agency (TCA) STAFF)

RECEIVED BY: _____ LETTER OF CREDIT TRANSFER NO: _____ AMOUNT: _____ DATE: _____ CASH BALANCE DUE: _____
 TCA

TRANSPORTATION CORRIDOR AGENCIES RESIDENTIAL FEE DETERMINATION

INSTRUCTIONS

BACKGROUND

Transportation Corridor Agency (TCA) fees are calculated on a per dwelling unit basis for residential development.

Fees for residential units are based on the following criteria:

- Corridor Agency: San Joaquin Hills or Foothill/Eastern
- Corridor Zone: Zone A or Zone B
- Unit Type: Single Family or Multi-Family

Furthermore, based on TCA Interpretation, 92-1, there are two sets of criteria for classifying units as either single-family or multi-unit (multi-family):

Single Family

- (i) Separate lot
- (ii) Detached
- (iii) 1500 sq. ft. or larger

Multi-Unit (Multi-Family)

- (i) No separate lot
- (ii) Attached
- (iii) Less than 1500 sq. ft.

Individual units will be classified as “single family” if they exhibit two (2) or more characteristics of that category, and as “multi-unit” (“multi-family”) if they exhibit two (2) or more characteristics of that category.

PART I: PROJECT INFORMATION (To be completed by Applicant)

- Complete the project information on a per-unit basis for each building
- All information, including lot and tract, building address, and individual unit information is required
- Garage square footage is NOT included
- Please note: TCA fees are payable by check made out to Transportation Corridor Agency

PART II: FEE DETERMINATION (To be completed by City staff)

- Verify project information
- Determine Corridor Agency and Zone
- Determine Single Family or Multi-Family on a per-unit basis
- Calculate fees

PART III: ONLY FOR USE OF FEE CREDITS (To be completed by TCA staff)

- Complete Part III of the Residential Fee Determination worksheet
- Return to the City with the TCA Fee Credit Letter for the project



COMMUNITY DEVELOPMENT / PUBLIC WORKS

ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Irvine legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Irvine, is considered to be the true, accurate, and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Irvine's electronically stored copy of any other documents.

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/ Digital Signature Disclosure.

SIGNATURE

DATE