



# Accessory Dwelling Units (ADU's) — from start to finish —



Planning & Development Department  
Plan Check Division  
[Plan Check Website](#)

## Accessory Dwelling Units (ADU's) Permit Review Process

The purpose of this handout is to provide a comprehensive outline of the city's plan review process for new residential construction for custom single family and two-family dwellings. A property owner should use the information provided in this handout when selecting an architect and engineer to perform the scope of work associated with the plan review process. The requirements listed can be submitted online or in person. The city's online plan check submittal process can be found on the [Plan Check Submittal Requirements](#) webpage.

This handout is not for residential production units in a tract development.

### 1) Required Submittals:



New residential construction will require the following submittals with the Planning & Development Department. **To prevent delays in the plan review process, the required submittals should be submitted to the Department at the same time.** Plans submitted at different times will extend the processing review time.

#### Grading Plan Submittal

- The grading plan is separate from the building plan and submitted to the Development Services Division.

#### Building Plan Submittal

- The building plan is submitted to the Plan Check Division.

#### Fire Sprinkler Plan Submittal

- The fire sprinkler plan is submitted to the Plan Check Division.

#### Landscape Plan Submittal

- The landscape plan is submitted to the Plan Check Division.

#### Solar Plan Submittal

- The solar plan is submitted to the Plan Check Division.

All submittals require the payment of plan check fees, inspection fees & other miscellaneous fees which can be found using the links below:

[Building, Fire, Landscape, & Solar Fees](#)   [Grading, Sewer & Water Fees](#)   [School Fees](#)

Additional submittals may be required if the new construction involves public improvements within the city's rights-of-way, dry utility encroachments, & review required by the [Riverside County Department of Environmental Health](#). Please contact our office to determine if this will apply to your project.

### 2) Plan Review Turnaround Time:

#### Grading Plan Submittal (Reviewed by Development Services & Planning)

- Grading plan submittal requirements can be found on the [Development & Permits](#) webpage.
- A grading plan shall be prepared by a California State Licensed Civil Engineer [Board of Engineering](#)
- A grading permit shall be issued to the property owner or an "A" or "B" [California State Licensed Contractor](#)
- Grading Plans with public improvements or construction in the public right-of-way shall require a California State Licensed Contractor with an "A" or appropriate "C" license.

**The department's goal is to have grading plans approved no later than third plan check. Applicant's may request meetings with City staff to address plan check corrections.**

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

#### Building Plan Submittal (Reviewed by Building, Fire, Planning & Development Services)

- Building plan check submittal requirements can be found at [Plan Check Submittal Requirements](#)
- Structural plans shall be prepared by a California State Licensed [Architect](#) or [Engineer](#). Plans may be prepared by an owner or contractor if the structure consists of the following:
  - A single-family dwelling and garage of wood frame construction.
  - Does not exceed a height of two stories, plus a basement.
  - Meets prescriptive requirements for conventional light-frame construction contained in the California Residential Code.
- A grading plan shall be approved prior to approval of the building plan and prior to issuance of a building permit.
- Structures shall meet the minimum clearances from overhead utility lines required by [General Order 95, Table 1](#)
  - Plans shall plot the location of all existing easements and include the location of utility poles and lines.
  - Structures proposed near utility service or distribution lines shall include an elevation view(s) showing the distance from walls, eaves, roof structures, and projections to overhead electric and communication lines.
  - It is recommended (and may be required) that structures near overhead utility lines be coordinated with a Southern California Edison (SCE) Planner by visiting <https://www.sce.com/partners/consulting-services/localplanning> and emailing the Project Information Sheet to [d34customerdocs@sce.com](mailto:d34customerdocs@sce.com)
- Permit shall be issued to a [California State Licensed Contractor](#) or to the [Property Owner](#).

**The department's goal is to have grading plans approved no later than third plan check. Applicant's may request meetings with City staff to address plan check corrections.**

#### City Review Times:

First Plan Review: 10 business days  
All subsequent reviews: 5 business days

Include 2 business days for processing time to the above schedule.  
Plan Approval Processing Time for permit: 3 business days

#### Fire Sprinkler Plan Submittal (Reviewed by Fire & Development Services)

- Plan check submittal requirements can be found at [Fire Sprinkler Submittal Requirements](#)
- The fire sprinkler plan is a separate submittal from the building plan.
- The plan shall be prepared by a California State Licensed [Fire Sprinkler Contractor](#) or [Fire Engineer](#).
- A building permit shall be issued at the same time or prior to issuance of a fire sprinkler permit

#### City Review Times:

First review: 10 business days  
All subsequent reviews: 5 business days

Include 2 business days for processing time to the above schedule.  
Approval Processing Time for permit: 3 business days

#### Landscape Plan Submittal (Reviewed by Building, Fire, Planning, & Development Services)

- Landscape plan required if front yard & parkway landscaping is 500 square feet or more.
- The plan shall be prepared by a California State Licensed Architect or [Landscape Architect](#).

#### City Review Times:

First Review: 15 business days  
All subsequent reviews: 7 business days

Include 2 business days for processing time to the above schedule.  
Approval Processing Time for permit: 3 business days

#### Solar Plan Submittal (Reviewed by Building, Fire & Planning)

- Plan check submittal requirements for solar can be found at [Plan Check Submittal Requirements](#)
- The solar plan can be included as part of the building plan check submittal or as a separate submittal.

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- **Note:** Solar sizing needs to be included in the building design plans and energy calculations.
- A solar plan shall be prepared by a California State Licensed [Solar Contractor](#) or [Engineer](#) for non-standard plans. Systems designed using the standard plans may be prepared by others, if the standard structural criteria are met.
- [Solar Expedited Process](#) is offered, should your project meet the requirements. Information can be found at [Expedited Permits](#)
- Building Permit to be issued at the same time or prior to issuance of solar permit.

**City Review Times:**

First Plan Review: 5-10 business days  
All subsequent Reviews: 3-5 business days

**Qualified Expedited Review Submittals:**

First Review: 5 business days  
All subsequent Reviews: 3 business days

Include 2 business days for processing time to the above schedule.  
Approval Processing Time for permit: 3 business days

### 3) Plan Approval & Permits:

**Plan review approval:**

- Permit fees assessed.
- Grading and public improvement bonds posted by applicant, if applicable.
- Email sent to applicant on permit fees to be paid.
- Permit issued.
- Move to the field inspection phase once construction starts. See Construction Inspection Flow Chart on process.

**Development Services**

Email: [PW.Counter@CoronaCA.Gov](mailto:PW.Counter@CoronaCA.Gov)

Phone#: 951-736-2248

**Plan Check & Inspection**

Plan Check Email: [BuildingPlanCheck@CoronaCA.Gov](mailto:BuildingPlanCheck@CoronaCA.Gov)

Inspection Email: [BuildingInspection@CoronaCA.gov](mailto:BuildingInspection@CoronaCA.gov)

Phone#: 951-736-2250

**Planning**

Email: [Comm.Dev@CoronaCA.Gov](mailto:Comm.Dev@CoronaCA.Gov)

Phone#: 951-736-2262

**Handouts:**

[Single-Family Dwelling Building Submittal Requirements](#)

[Plan Check Submittal Flow Chart](#)

[Building Plan Check Submittal Checklist](#)

[Certificate of Occupancy Requirements](#)

[Deferred Submittal & Truss Submittal Requirements](#)

[Building Revision Submittal Requirements](#)

[When to Call for Inspections](#)

**Tips:**

- Follow the provided flow chart to stay on track with your construction schedule.
- **Submit grading plans first!** This will help you stay on track on getting a building permit.
- We are here to help you and always more than happy to speak with you over the phone, via zoom, over the counter or by appointment.
- Review all handouts for required information. Following the information in the handouts will save you time.
- Ask your architect or engineer for your city permit number and stay up-to-date on the progress of your plan check submittal by creating an [Etrakit account](#).