



City of Pacific Grove
Building Department
Accessory Dwelling Unit (ADU) Pre-Permit Checklist

Prior to scheduling an on-site inspection for a potential ADU, please visit:

https://www.cityofpacificgrove.org/our_city/departments/community_development/planning

and review the ADU Ordinance, which includes standards an eligible ADU must meet, as well as Water Credits, and possible water purchase.

The purpose of this checklist is to determine if existing structures are eligible to be converted to an ADU.

Examples of structures to be converted:

- Garages, Accessory Structures and Existing Living Spaces

***Minimum requirements to verify:**

- Egress door – 36" clear open at a 90-degree angle
- Minimum ceiling height is 7' (bathrooms 6'8")
- Permanent foundation (i.e., perimeter footing)
- Permanent source of heat (no plug-in space heaters)
- Kitchen (permanent cooking appliance [no microwave or hotplate] and sink)
- Bathroom
- Provide 1-hour fire separation between units
- Separate electrical disconnect for ADU
- If adding square footage to an existing, potential ADU structure, contact Planning (831-648-3190)

***Additional requirements during plan review and permit issuance:**

- Construction drawings, including a site plan with distance to property lines will be required for plan review
- ADU shall have its own address. Address assignment must be processed prior to building final
- Water permit (water is available for purchase from the city)
- Sewer permit or waiver from Monterey One Water (831-372-3367)
- Fire sprinklers are required if the main house has sprinklers
- Roof-Top energy system may be required
- Projects over \$30,000 may be subject to the City of Pacific Grove Sidewalk Development Policy
- TAMC (Transportation Agency of Monterey County): fees assessed on ADU's over 750 SF (831-775-0903)
- School fees assessed on new/added square footage over 500SF (PGUSD-831-646-6553)
- Storm water inspection fees assessed if permit is issued during rainy season (Oct 15-April 15) on properties located in the ASBS area (Area of Special Biological Significance)
- Sewer Lateral Inspection Report required prior to framing inspection: *Depending on the results of the sewer lateral inspection, the lateral may be required to be repaired or replaced prior to the building permit final*

****May not constitute a complete list of requirements***
If you wish to schedule an on-site inspection for a potential ADU,
please contact our office at 831-648-3191.

Thank you