



CITY OF COACHELLA  
 DEVELOPMENT SERVICES DEPARTMENT  
 53-990 ENTERPRISE WAY, COACHELLA, CA 92236

TEL: (760) 398-3002

[buildingservices@coachella.org](mailto:buildingservices@coachella.org)

**\*\* INSPECTION DEADLINE IS 4:00PM NO EXCEPTIONS**  
**\*\* LLAME ANTES DE LAS 4:00PM PARA INSPECCIÓN NO HAY EXCEPCIONES**

**JADU Application Pkg (EN)**

**BUILDING PERMIT APPLICATION**

**Project Address:** \_\_\_\_\_

Dirección del Proyecto: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Nombre del Solicitante: \_\_\_\_\_

**Applicant's Phone Number/ Número de Teléfono del Solicitante:** \_\_\_\_\_

**Email/Correo Electrónico:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Nombre del Propietario: \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_

Dirección del Propietario: \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

Nombre del Contratista: \_\_\_\_\_

**Contractor's Address:** \_\_\_\_\_

Dirección del Contratista: \_\_\_\_\_

**Bus Lic/Licencia:** \_\_\_\_\_

**Project Valuation:** \_\_\_\_\_

Evaluación del Proyecto: \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_

**LOT # :** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Número de Teléfono: \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Número de Teléfono: \_\_\_\_\_

**Fax:** \_\_\_\_\_

**State Lic/ Licencia de Estado:** \_\_\_\_\_

**Description of Work/ Descripción de Trabajo:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION APPEARING ON APPLICATIONS**

I HAVE CAREFULLY EXAMINED THE ABOVE COMPLETED "APPLICATION AND PERMIT" AND DO HEREBY CERTIFY THAT ALL INFORMATION HEREON IS TRUE AND CORRECT, AND I FURTHER CERTIFY AND AGREE, IF A PERMIT IS ISSUED, TO COMPLY WITH ALL CITY, COUNTY, AND STATE LAWS GOVERNING BUILDING CONSTRUCTION, WHETHER SPECIFIED HEREIN OR NOT, AND I HEREBY AGREE TO SAVE, INDEMNIFY AND KEEP HARMLESS THE CITY OF COACHELLA AGAINST LIABILITIES, JUDGEMENTS, COSTS AND EXPENSES WHICH MAY IN ANY WAY ACCRUE AGAINST SAID CITY IN CONSEQUENCE OF THE GRANTED OF THIS PERMIT

THE ISSUANCE OF THIS PERMIT IS BASED UPON PLANS AND SPECIFICATIONS FILED WITH THE CITY OF COACHELLA AND SHALL NOT PREVENT THE BUILDING OFFICIAL FROM THEREAFTER REQUIRING THE CORRECTION OF ERRORS IN SAID PLANS AND SPECIFICATIONS. EVERY PERMIT ISSUED BY THE BUILDING OFFICIAL UNDER THE PROVISIONS OF THIS CODE SHALL EXPIRE BY LIMITATION AND BECOME NULL AND VOID, IF THE BUILDING OR WORK AUTHORIZED BY SUCH PERMIT IS NOT COMMENCED WITHIN 180 DAYS FROM THE DATE OF SUCH PERMIT, OR IF THE BUILDING OR WORK AUTHORIZED BY SUCH PERMIT IS SUSPENDED OR ABANDONED AT ANY TIME AFTER THE WORK IS COMMENCED FOR A PERIOD OF 180 DAYS.

APPLICANT'S SIGNATURE

BUILDING

OWNER'S SIGNATURE

PLANNING



CITY OF COACHELLA, CA  
 53-990 ENTERPRISE WAY  
 COACHELLA, CA 92236 (760) 398-3002

**Building Address:** \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_

State Lic. & Class: \_\_\_\_\_ City License #: \_\_\_\_\_

**LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under provision of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class: \_\_\_\_\_ License #: \_\_\_\_\_

Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

**OWNER-BUILDER DECLARATION**

I, hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Sec. 703.1.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt there from the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of providing that he or she did not build or improve for the purpose of sale.)

I, as the owner of the property, am exclusively contracting with licensed contractor's to construct the

project (Sec. 7044, Business and Professions Code: the Contractor's License Law does not apply to owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.).

I am exempt under Sec. \_\_\_\_\_ B & P C for this reason \_\_\_\_\_  
 Date: \_\_\_\_\_ Owner: \_\_\_\_\_

**WORKER'S COMPENSATION DECLARATION**

I, hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for worker's compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work which this permit is issued. My worker's compensation insurance carrier and policy number are:

Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_  
 (This section need not to be completed if the permit is for one hundred dollars (\$100) or less).

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

**WARNING:** Failure to secure worker's compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, Interest, and Attorney's fees.

**CONSTRUCTION LENDING AGENCY**

I, hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civ. C).

Lenders Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_



# JADU PROCESSING GUIDE

## Development Services Department

53990 Enterprise Way, Coachella, CA 92236

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The Accessory Dwelling Unit Program is envisioned to encourage the construction of Junior Accessory Dwelling Units (JADUs) by offering property owners a selection of pre-approved JADU building plans. Use of these plans will save an applicant time and money by avoiding initial design and review costs.

This guide has been generated to assist you in the preparation of your Building Permit submittal for the JADU program process. Please follow the steps outlined below:

### **Step 1: Obtain Permit Materials and Information**

- Visit the City website and download necessary documents and choose plan layout
- <https://www.coachella.org/departments/accessory-dwelling-units-adu>

### **Step 2: Additional Submittal Requirements**

- Site plan: Drawn to scale drawn by an Architect or Draftsman.
- Sprinkler fire suppression system, if the existing home is equipped with a sprinkler fire suppression system the ADU will also be required to be equipped with a sprinklered fire suppression system. Plans will need to be prepared by a California licensed fire sprinkler contractor and submitted for approval to the Riverside County Fire Planning Department. The sprinkler system approval will need to be provided for permit issuance, no deferred submittal allowed.
- **How to submit to the Riverside County Fire Department:**
  - a. Please go to [rivcoplus.org](http://rivcoplus.org) either log in or create an account.
  - b. Apply for permit.
  - c. Scroll down until you reach Fire Commercial Permit
  - d. Upload the plans and Application
  - e. Contact Phone Number: 760-863-8886

### **Step 3: Application Submittal**

- Submit your application to the Building Department via email at [buildingservices@coachella.org](mailto:buildingservices@coachella.org).

### **Step 4: Application Review**

- Review will be conducted by the Building and Planning Departments. Turn around time will be 3-10 business days for completed applications.

### **Step 5: Permit Release/Construction/Inspection/Occupancy**

- Once all reviews have been conducted and the necessary information has been provided, the Building Permit will then be issued. Construction can commence and once all inspections have been completed, the new dwelling may be occupied.