



ADU & JADU PROCESSING GUIDE

Development Services Department

53990 Enterprise Way, Coachella, CA 92236

The Accessory Dwelling Unit Program is envisioned to encourage the construction of Accessory Dwelling Units (ADUs) by offering property owners a selection of pre-approved ADU 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 ADU 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
- www.coachella.org/adu - Building Application

Step 2: Additional Submittal Requirements

- **Site plan:** Drawn to scale drawn by an Architect or Draftsman.
- **Solar System** for floor plans 3,4, and 5. Designed by a California licensed solar company of your choice. No deferred submittal allowed.
- **Truss Structural Calculations:** Designed by a truss manufacturer of your choice.
- Documentation specifying the **roofing material** to be used in compliance with the California Energy Commission cool roof material requirements.
- **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 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 materials to the Building Department via email at 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.