Accessory Dwelling Unit (ADU)/Junior ADU (JADU) Permit Process Inland Area and Coastal Zone

Application Preparation

- For an ADU/JADU in the Inland Area, applicants shall review their plans with the Zoning Counter staff to solicit feedback and address any zoning-related issues.
- For an ADU/JADU in the Coastal Zone, applicants shall submit a planning permit application (Coastal Development Permit) (County of Santa Barbara E-Permit Portal)
- Review <u>Plan Submittal Requirements</u> and ADU/JADU <u>Building Permit Application Submittal</u> <u>Requirements</u>
- Click here for a list of outside agencies that provide services to ADUs/JADUs.

Application Submittal

• Applicant submits a complete electronic building permit application to the Building and Safety Division (B&S) via <u>County of Santa Barbara E-Permit Portal</u>.



Plan Check Review

- B&S reviews the proposed ADU/JADU for compliance with the building code and refers the application to the Development Review Division (Dev Rev) and other agencies.
- Dev Rev reviews the proposed ADU/JADU for compliance with the applicable zoning ordinance (i.e., County Land Use and Development Code (LUDC), Montecito Land Use and Development Code (MLUDC), or Coastal Zoning Ordinance (CZO).
- B&S will email the applicant comments/corrections if necessary for B&S or Dev Rev to ensure compliance with the building code and/or the LUDC, MLUDC, or CZO.



Resubmittal

Applicant submits corrections and/or additional information, if applicable.



Plan Re-Check

- B&S and/or Dev Rev review the resubmittal for compliance with the building code and LUDC, MLUDC, or CZO.
- B&S and/or Dev Rev may issue additional comments/corrections if the resubmittal does not resolve prior comments/corrections.



Final Plan Check

- Dev Rev reviews the final plan set and stamps the plans "Zoning Reviewed."
- B&S verifies that other agencies have signed off on the proposed ADU/JADU and that the applicant has paid all applicable fees.



Permit Issuance

- B&S issues a building permit for the proposed ADU/JADU. In the Coastal Zone, Dev Rev must issue the Coastal Development Permit before B&S issues the building permit.
- Construction must commence within 180 days of building permit issuance.
- Click here for building inspection process.
- Building permit extensions may be granted for good cause unless new building codes have become effective.
- Building permit extensions may be granted if plans are updated to comply with new building codes.

DISCLAMER: This flowchart is only intended to provide general guidance on the ADU/JADU permit process.

Instructions/formatting of electronic submittals: Electronic Plan Review Document Submittal Requirements