



**City of Atascadero
Community Development Department**

PUBLIC INFORMATION - BUILDING SERVICES

Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

NON-HABITABLE DETACHED ACCESSORY STRUCTURE INTAKE CHECKLIST

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE "B" OR "C"
ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2019 CBC - 2019 CRC - 2019 CEC
2019 CPC - 2019 CMC - 2019 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

PERMIT INTAKE MEETINGS ARE REQUIRED BY APPOINTMENT ONLY
MONDAY – FRIDAY BETWEEN 9:00 A.M – 4:00 P.M.
Incomplete submittals will not be accepted at the permit counter

PLEASE BE ADVISED OF THE FOLLOWING:

1. If a detached accessory structure is greater than 50% of the floor area of the principal structure, contact a planner for additional requirements.
2. One-story detached accessory buildings used as tool sheds, playhouses, and similar uses are exempt from a building permit, provided the floor area does not exceed 120 sq. ft. (Electrical, mechanical or plumbing is not exempt, and requires a permit).
3. A maximum of 2 accessory structures that require a permit are allowed per site.

I. Application and Forms:

Applicant City

- Residential Intake Request Form – Email permitcenter@atascadero.org prior to schedule intake meeting.
- Complete Application - Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- Grant Deed / Title Report – Required if name of owner is different than County Assessor’s Records.
- Construction Waste Management Plan – Form available at Permit Counter
- Encroachment Permit (Separate Application) – Required for all work within the City’s Right-of-Way.

II. Fees:

- Advance Plan Check Fee – Determined prior to intake meeting. Additional fees applicable at permit issuance.

III. Construction Drawings and Support Docs (4 complete drawing sets with 2 sets support docs):

- All items included in Site Plan Drawings (see IV. on page 2)
- Floor Plans
- Architectural Elevations
- Structural Calculations – If you are proposing non-conventional construction per CBC.
- Truss Calculations – If applicable.
- Soils / Geotechnical Report – Required if accessory structure is > 500 SF or on slopes > 10% (see exception below).
- Fire Severity Zone Requirements – Required if accessory structure is less than 50 ft. from residential structure or less than 30 ft. from property line (See Fire Severity Zone Requirements handout).



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IV. Site Plan Drawings: *see elements of a site plan handout*

- Native Trees– All native tree drip-lines (where the branches extend, not just the trunk) within 20-feet of proposed construction activity shall show tree protection fencing. Construction activity within native tree drip-lines or native tree removal requires a report from a certified arborist. A separate planning application is required when removing native trees. To find an ISA certified arborist visit www.isa-arbor.com/findanarborist/arboristsearch.aspx.
- Grading & Drainage Plan – Grading over 50 cubic yards requires a grading plan showing cut and fill, existing topography, proposed finished grades, finished floor elevation, elevation benchmark (location & elevation. If grading over average slopes of 10% contact Planning Services (805) 461-5035. See slope and setback handout.
- Sediment and Erosion Control Plan – Must be incorporated into grading and drainage plan and must be in place from October 15th through April 15th.
- Stormwater Run-Off Analysis or Hydrology Report – Must use City form; available at the permit counter

Additional Information / Required Prior to Issuance:

- One (1) Additional Floor Plan For County Assessor – Min. 11"x17"

Fire Sprinklers (2 sets) – Required if accessory structure is 1000 SF or more; or less than 10 ft. between primary structure. Do not include on construction plans. This is a separate deferred addendum permit that must be submitted for prior to issuance of new structure permit.

Exception: The building official may not require a foundation and soils investigation report for a new one-story, wood-frame and light-steel-frame detached accessory structures 1,000 square feet of floor area or less, or one-story, wood-frame and light-steel-frame additions to detached accessory structures 1,000 square feet of floor area or less when a licensed architect or engineer provides a foundation design and a site observation report with a statement of site suitability.

Minimum foundation for structures that do not require a soils report may be any one of the following:

1. Minimum 27" deep, 12" wide, with 2 #5 bars top and bottom.
2. Foundation design prepared, stamped and signed by a licensed architect or engineer, specific to the proposed structure with a statement of site suitability.
3. Alternative design approved by Building Official due to minor scope of project, or evidence observed by site investigation, or substantive information provided by project owner or authorized agent.



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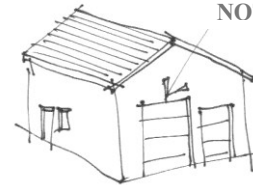
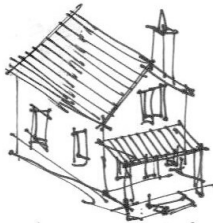
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ACCESSORY STRUCTURES IN RESIDENTIAL ZONES

Section 9-6.106 of the Zoning Ordinance provides for the establishment of accessory buildings in residential districts. The purpose of this informational handout is to clarify the requirements of workshops and studios for consistency with General Plan policies prohibiting second units and guesthouses as residential accessory uses. Additions to primary structures are allowed and are not subject to the secondary dwelling unit requirements. Additions must have a continuous logical internal connection of conditioned space that provides for access to all portions of the primary structure and addition. The addition shall not have a secondary kitchen. Additions of non-habitable space are not required to maintain a logical interior connection; however, the addition must have a minimum 10-foot of shared common wall. A breezeway or similar roof connection, regardless of length, shall not be considered to be attached.

Accessory Structure Definitions



Utility Door
NOT required

Accessory Dwelling Unit Conditioned Space HVAC / Habitable (Kitchen & full Bathroom)	** Studio Conditioned Space HVAC / Non-Habitable (no Kitchen & partial Bath) ** Requires Deed Restriction of Use	Garage/Workshop/ Storage Bldg./Etc. Non-Conditioned Space no HVAC / Non-Habitable (no Kitchen & partial Bath)
1200 sf max	450 sf max	Size = 50% of primary unit
Dev impact fees dependent on size	No Dev Impact Fees	No Dev Impact Fees
School Fees	No School Fees	No School Fees
Full bathroom(s)	Toilet and Sink only	** Bathroom w/ utility shower ** Requires Deed Restriction of Use
Kitchen	No Kitchen or Wet Bar	No Kitchen or Wet Bar
Multiple Rooms	Multiple Rooms limited	Multiple Rooms limited
Residential Occupancy	R – Occupancy (restricted / no overnight stay)	U – Occupancy
Title 24 compliant	Title 24 compliant	No Title 24
1 per lot	2 per lot total w/o CUP approval	
Fire Sprinklers required if primary residence has fire sprinklers	No Fire Sprinklers	Fire Sprinklers Required if structure is * ≥ 1000 SF OR * < 10 ft from another structure; or < 5 ft from adjacent property line
Bedroom egress windows	No Egress windows	No Egress Windows

Other restrictions/requirements may apply based on project details