



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

UNHABITABLE SPACE CONVERSION TO HABITABLE SPACE 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 - 2022 CBC - 2022 CRC - 2022 CEC
2022 CPC - 2022 CMC - 2022 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

PERMIT INTAKE MEETINGS ARE REQUIRED BY APPOINTMENT ONLY MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals will not be accepted at the permit counter

I. Application and Forms:

- 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 applicant name is different than County Assessor's records or deferring impact fee payment until Final on secondary dwelling unit conversions.
- Construction Waste Management Plan
- 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.
- Development Impact Fee – Required if converting to a 2nd Residential Unit. Payment may be deferred to Final with signed Impact Fee Agreement at permit issuance.
- School Fees (if converting >499 SF) – Required prior to issuance with fees paid to the Atascadero Unified School District. City will provide form.

III. Site Plan (3 sets; if applicable): *see elements of a site plan handout*

- Required Parking – If an existing garage is being converted, replacement parking spaces must be identified on the site plan to meet the minimum requirement. Two onsite parking spaces are required for a SFR. Parking spaces are 9' x 18' each, covered or uncovered, and must be located outside the setbacks.
- Septic Systems – If your residence is connected to a private sewage disposal system (septic system) AND if your conversion or remodel includes adding a bedroom, the existing septic tank, length and number of leach fields must be verified by a licensed professional septic contractor or engineer. AMC 9-5.050(c) requires one full net acre to serve a secondary dwelling unit on a private septic system. If public sewer is available, a sewer connection may be required.
- 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.

III. Construction Drawings and Support Docs (3 complete drawing sets with 2 sets support docs):

- Existing Floor Plan Layout and Proposed Floor Plan Layout
- Sections and Details (conversions only) – Framing attachments, garage door infill, dual glazed windows with one layer tempered if high or very high fire severity zone, insulation, moisture barrier (elastomeric pain acceptable if not existing), etc.
- Title 24 State Energy Analysis – if applicable

Additional Information / Required Prior to Issuance:

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

Fire Sprinklers (3 sets) – Required if converting a detached accessory structure to a 2nd residential unit, if the main residence is sprinklered. 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.