



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: permitcenter@atascadero.org if you have questions

NON-HABITABLE DETACHED ACCESSORY STRUCTURE INTAKE CHECKLIST

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

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 - 2025 CBC - 2025 CRC - 2025 CEC

2025 CPC - 2025 CMC - 2025 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

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 no 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

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

II. Fees:

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | <u>Advance Plan Check Fee</u> – 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):

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | <u>All items included in Site Plan Drawings (see IV. on page 2)</u> |
| ☐ | ☐ | <u>Floor Plans</u> |
| ☐ | ☐ | <u>Architectural Elevations</u> |
| ☐ | ☐ | <u>Structural Calculations</u> – If you are proposing non-conventional construction per CBC. |
| ☐ | ☐ | <u>Truss Calculations</u> – If applicable. |
| ☐ | ☐ | <u>Soils / Geotechnical Report</u> – Required if accessory structure is > 500 SF or on slopes > 10% (see exception below). |
| ☐ | ☐ | <u>Fire Severity Zone Requirements</u> – Required if accessory structure is located in Fire Hazard Severity. Please check here to view the property Fire Hazard Zone: https://osfm.fire.ca.gov/what-we-do/community-wildfire-preparedness-and-mitigation/fire-hazard-severity-zones . |

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

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | <u>Native Trees</u> – All native tree drip-lines (where the branches extend, not just the trunk) within 20-feet of proposed |
|--------------------------|--------------------------|---|



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: permitcenter@atascadero.org if you have questions

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; less than 10 ft. between primary structure, less than 5 ft. from the property line & is not open on at least 3 sides and has a floor area of 3000 SF or more. 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 (on a flat lot) 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 (see 2025 Municipal Code update for additional options depending upon square footage).
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.

ACCESSORY STRUCTURES IN RESIDENTIAL ZONES

Section 9-6.106 of the zoning ordinances provides for the establishment of accessory buildings in residential districts with an existing primary use. The purpose of this handout is to clarify the requirements of workshops and studios for consistency with our City rules 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, but is allowed a wet bar. 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. Doors may not be used to create 2 separate living spaces. A breezeway or similar roof connection, regardless of length, shall not be considered to be attached.



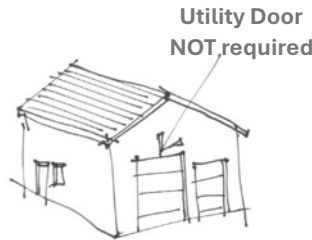
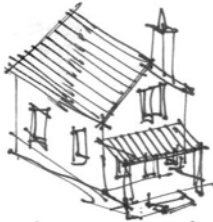
City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: permitcenter@atascadero.org if you have questions

Accessory Structure Definitions



Accessory Dwelling Unit	Studio	Garage/Workshop
Conditioned Space HVAC / Habitable (Kitchen & full Bathroom)	Conditioned Space HVAC / Non-Habitable (no Kitchen & partial Bath)	Non-Conditioned Space no HVAC / Non-Habitable (no Kitchen & partial Bath)
1000 to 1200 SF max (depending on location)	450 SF max	Size = 50% of primary unit, or up to 100% if it meets site and design standards
Development Impact Fees apply for units 750 SF or greater	No Development Impact Fees and No School Fees	
Heating, Ventilation, and Air Cooling (HVAC)		No HVAC, wood-burning stove allowed
Full bathroom(s)	Toilet and Sink only- with a deed restriction	Bathroom w/ utility shower only- with a deed restriction
Kitchen	No Kitchen, Wet Bar Allowed	No Kitchen or Wet Bar, utility sink allowed
Multiple Rooms	Multiple Rooms with Planning Approval	Multiple Rooms with Planning Approval
Residential Occupancy	R – Occupancy (restricted / no overnight stay)	U – Occupancy (utility)
Title 24 compliant- Energy Efficiency Standards	Title 24- Energy Efficiency Standards compliant	No Title 24 compliance requirement
1 per lot	3 per lot total without AUP (Administrative Use Permit) approval (only one studio allowed per lot)	
Fire Sprinklers required if primary residence has fire sprinklers	No Fire Sprinklers Required	Fire Sprinklers Required if 1000 SF or more
Bedroom egress windows	No Egress windows	No Egress Windows