

Pre-Approved ADU (PAADU) Program Process

1 Gather your property's information

This is the most important step in the process. Initial research can save you a significant amount of time and money in the long-run. As part of this step, you should:

1. Learn about the documents that are needed to submit a PAADU permit by using the ADU Handout and Submittal Checklist (escondido.gov/DocumentCenter/View/549).
2. Familiarize yourself with your property details like lot size, structure sizes, zoning, historic designation, and utility location.
3. Understand the laws and regulations for ADUs, including setbacks, lot coverage, and safety standards by reviewing Article 6 and Article 70 of the Escondido Zoning Code (ecode360.com/43265162#43265355).



Hot tip: Confirm what you learn about your property with City staff; staff are here to help you!

2 Find your team and contact appropriate agencies

Working with professionals and agencies early can help inform decisions around the construction of your ADU. As part of this step, you should:

1. Hire licensed professionals like a contractor and a mechanical, electrical and plumbing (“MEP”) engineer to help map the work that will be needed to build your ADU

2. Reach out to the City of Escondido with any questions
3. Contact your HOA, if applicable
4. Inform SDG&E of your project
5. Contact the County Clerk’s office for official documents like your Grant Deed and Preliminary Title Report
6. Reach out to the County of San Diego’s Department of Environmental Health and Quality (“DEHQ”) if you have septic

3 Select pre-approved ADU plan

The PAADU program offers four pre-approved plan options including a 484 SF studio/1 bedroom, a 644 SF two-bedroom, an 851 SF two-bedroom, and a 1,000 SF two/three-bedroom ADU. Pre-approved plan sets allow for minor cosmetic modifications like the option to add a porch, remove a closet, extend a wall, etc. Check out the City’s website (escondido.gov/1207) to view the Pre-approved ADU plans.

4 Prepare your building permit submittal package

Gather all the documents required for permit submittal. These include a completed PAADU Plan cover sheet, a ADU site plan, and supplemental ADU documents.

5 Submit your application for completeness verification

Create an account on the City of Escondido's Permit & License Portal (cwols.escondido.org/portal), select the PAADU Building Permit type, and submit your plans via Project Dox, Escondido's plan review system.



Tip: Submit each plan sheet individually on Project Dox and follow the correct naming conventions (escondido.gov/1203).

Your application will first be reviewed for completeness by staff to ensure all necessary information is included.

6 Formal permit submission and review

If your application is deemed complete, the application will move forward for a formal review. Comments from the City are subject to a 30-day shot clock. Meaning, the City will complete their reviews within a 30-day time period.



Note: During this step, staff look at your application for accuracy and compliance. This step is an iterative process that can consist of a couple months to reach approval.

7 City Approval

Once all comments from City staff are addressed your application may be approved. You will receive a payment email to complete any outstanding items for issuance and pay for fees.

8 ADU Construction and City Inspections

Once all permit items and payments are complete, your building permit is considered issued! You may download City approved files and move forward with construction.



Note: Inspections are required during construction of your ADU. Applicants are responsible for requesting any City inspections. Inspection requests can be done via the a City's online website: escondido.gov/1280/New---Online-Building-Inspection-Request.

9 Certificate of Occupancy

Once all inspections are complete, your ADU is ready for move-in!

For additional details about the program and the process to build an ADU, refer to the PAADU webpage here:



escondido.gov/1207

