

City of Visalia

Pre-Approved Accessory Dwelling Unit Program

How-To Guide

The City of Visalia's Pre-Approved Accessory Dwelling Unit (ADU) Program offers residents an opportunity to easily choose one of three building plans at no cost to the resident! Building an ADU offers residents an opportunity to provide a source of rental income on their property or expand accommodations for friends and family. The resident will be responsible for securing a contractor and paying construction and permit costs.

The City has partnered with a local architecture firm to develop **three plans**: a studio, 1-bedroom, and 2-bedroom unit. Each unit can be constructed in one of **three styles**: Mediterranean, Craftsman, and Contemporary. [Click here](#) to view the plans and styles.

This step-by-step guide will assist you in preparing for your building permit submittal.

Step 1: Review the ADU floor plans and requirements. Review the three available plans at the website link above and review the list of requirements. Make a list of any questions that you have.

Step 2: Meet with Planning and Building Division staff. Please visit the Permit Counter at 315 E. Acequia Avenue, Monday through Friday between 9am and 4pm (Phone Number: (559) 713-4444), to determine the feasibility of constructing an ADU on your property. Staff will review your property and determine any potential concerns, including any presence of easements or flood zones.

Step 3: Submit Hold Harmless Agreement to receive full plan set from City. A [Hold Harmless Agreement](#) will need to be signed by the property owner(s). Bring the signed copy of the agreement together with a flash drive so that staff can provide you with a full digital set of the building plans for your selected unit.

Step 4: Prepare a site plan. The property owner must prepare or provide their own site plan that shows all existing structures, dimensions, easements, utilities, and the proposed ADU location. A list of **site plan requirements** can be found [here](#), and a **sample site plan** can be found [here](#).

Step 5: Collect all required materials. Compile all the following items below:

- Site Plan (see Step 4)
- [Building Permit Application](#)
- [Owner Builder Form](#)
- Truss Calculations
- Solar Energy Plans and [Application](#)
- Fire Sprinkler Plans (if applicable)
- Fire Sprinkler Flow Report (if applicable)

Step 6: Submit application & required materials to City for review. Either bring your files in PDF format on a USB device / flash drive to the Permit Counter or submit your files online at the following link: <http://visalia.city/permitfiledrop>.

Step 7: Receive your building permit and begin construction. The Building Division will contact you regarding the permit fees, inspections, and any additional necessary information. (Note: Impact fees and School District developer fees apply to the 2-bedroom unit only).

More information on the City of Visalia Pre-Approved ADU program can be found at the website: https://www.visalia.city/depts/community_development/planning/accessory_dwelling_units_pre_approved.asp