



Submittal Checklist for Using a PAADU Plan: For Homeowners

2025 Building Code Cycle

Below is a checklist of requirements for homeowners who would like to apply for a permit for a Detached ADU from the City's Pre-Approved ADU (PAADU) Plan List. Additional site specific plans may be required. All plans and supporting documents should be submitted online through Arcadia EDGE at ArcadiaCA.gov/EDGE.

Application Submittal Information (Required)

Site Plan

- ☐ Scope of Work
- ☐ Name and address of property owner
- ☐ Project data information (including use of building, construction type, floor area, # of stories, indicate if the primary dwelling has fire sprinklers, etc.)
- ☐ Approved PAADU plan number (refer to the City's website under Pre-Approved ADU Plan List)
- ☐ Fully dimensioned including building setbacks and Floor Area Ratio (FAR)

Supporting Documents

- ☐ Completed and Signed **Submittal Checklist for Using a PAADU Plan**
- ☐ [Water Meter Clearance Application](#)

Deferred Submittals

- ☐ Fire Sprinkler Plans (If Applicable)
- ☐ Solar Plans

Clearances Required

- ☐ Arcadia School District: 626-821-8300
- ☐ Building Department: 626-574-5416
- ☐ Planning Department: 626-574-5104
- ☐ Public Works Department: 626-254-2704
- ☐ Fire Department: 626-574-5104

Applicant Acknowledgment

I understand this may not be a complete list of required items due to the variation for each project and additional code-related information may be required. I acknowledge that an incomplete plan check submittal may result in delays in the plan review process.

Applicant Name (Print): _____

Applicant Signature: _____

Applicant's Phone #: _____

Applicant's Email: _____

Date: _____