



CUPERTINO

STEPS TO A COMPLETED ADU

THE PERMITTING PROCESS

www.cupertino.org/adu



1. Talk to a Planner

- Contact the Planning Division: planning@cupertino.org or (408) 777-3308; or
- Visit in-person during the [Planning Counter Hours](#)
- A Planner will advise you on how the ADU Ordinance applies to your project



2. Hire Experienced Professionals

- We advise that you hire a designer, licensed architect, and/or engineer to design the ADU and a licensed contractor to build it



3. Submit a Preliminary Review (Optional)

- We suggest that you electronically submit your architectural plans for a complementary preliminary review by the Planning Division (planning@cupertino.org)
- A Planner will review your proposal to ensure that proposal meets all requirements



4. Prepare Building Permit Submittal Package

- Prepare drawings and documents according to the [Electronic Plan Submittal](#) requirements
- Complete a [Construction Permit Application](#)
- Complete a [New Address Form](#) - Required for detached ADUs. All other ADUs may have their own address, but it is not a requirement



5. Submit Permit Package and Pay Fees

- Create your Accela Citizen Account (ACA) (www.cupertino.org/aca)
- Electronically submit the application form permitcenter@cupertino.org
- The ACA account allows Permit Center staff to link the permit to your account and generate invoices. Invoiced fees may be paid [online](#) through ACA



6. Plan Review Process

- You will be sent instructions on how to create a ProjectDox account (<https://eplanreview.cupertino.org/ProjectDox/>) and upload plans.
- Plans will be routed and reviewed by all applicable agencies using ProjectDox
- Use [ProjectDox](#) to track review progress, view project review comments and upload revised drawings and/or documents



7. Building Permit Issuance

- Pay any remaining invoiced fees [online](#) through ACA and notify the Permit Center (permitcenter@cupertino.org) once all fees have been paid
- Permit Center Staff will then send the permit to be signed and submitted electronically to the licensed contractor or the property owner
- Submit the signed permit electronically through ProjectDox
- The approved plans & documents will be stamped, prepared, and released in [ProjectDox](#)
- The construction and inspection phase can now begin



8. Schedule and Pass Inspection(s)

- Please review the [Inspection Procedures Required for Residential Structures handout](#)
- For JADUs, obtain a covenant from Planning staff, get your signature notarized, and record it with the Santa Clara County Recorder prior to scheduling a final building inspection
- Schedule inspection(s) [online](#) using your Accela Citizen Account or by calling the Building Division at (408) 777-3228
- After each inspection, an inspection report will be emailed to the primary contact on permit record

Congratulations!
Your ADU is now complete