



Accessory Dwelling Unit (Internal)

EDR Submittal Guidelines

Rev.20201215

An Accessory Dwelling Unit EDR submittal must contain the following components to be considered a complete submittal. Please review the EDR Electronic File Standards for document parameters and naming conventions.

Have Questions? Permit Team Hotline: (509) 625-6999 or email: PermitTeam@SpokaneCity.org

Requirement	Details
PLANS	<p>Plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> • Floor Plan with dimensions <ul style="list-style-type: none"> ○ Room locations and labels ○ Location and size of doors, landings, windows, & egress windows ○ Ceiling Height (Minimum 7') ○ Location of CO/Smoke Detectors & Vent Fans ○ Location of HVAC/Electrical Panel if separate from dwelling unit • Detail of separation wall/ceiling assembly between Dwelling Unit and ADU <ul style="list-style-type: none"> ○ 1-Hour separation required starting February 2021 • Must Follow EDR Electronic File Standards <p>Accessory Dwelling Unit Overview Contact Planning Department for questions on allowable ADU square footage (509)-625-6188</p>
SITE PLAN	<p>Site plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> • Property address • Property lines and dimensions • North arrow and scale of drawing • Location and dimensions of proposed and existing structures and distances to property lines • Main driveway location and dimensions • Location of ADU entrance • Location of required parking space(s) • Street names and location of alley • Site drainage plan • If garage is proposed, number of parking stall located inside garage • Curb to property line dimensions • Must Follow EDR Electronic File Standards
Requirement	Details
SUPPORTING DOCUMENTS	<p>Supporting documents may include the following:</p> <ul style="list-style-type: none"> • Radon Mitigation Plan • Miscellaneous documents to support ADU application <p>Supporting documents may be submitted as a single combined file submission or separate named documents. Must follow EDR Electronic File Standards</p>
Application Submittal	<p>Application information shall be submitted along with the required submittal documents via Accela Citizen Access. All documents must be in compliance with EDR Electronic File Standards.</p>

EDR Electronic Document Criteria Quick Checklist

Please utilize this quick checklist to ensure you have completed all [EDR Electronic File Standards](#).

 1. ALL

- a) Files saved as PDF file type

 2. PLANS

- a) Plan sheets consolidated into one PDF document
- b) Plan sheets oriented to landscape
- c) Space allocated on plan sheets for approval stamps
- d) Bookmarks added to plan pages
- e) Correct naming convention e.g. PLANS

 3. SITE PLAN

- a) Site Plan oriented to landscape
- b) Space allocated on site plan for approval stamps
- c) Bookmarks added to site plan pages
- d) Correct naming convention e.g. SITE PLAN

 4. SUPPORTING DOCS

- a) Supporting documents consolidated into one PDF document or separate named PDF documents
- b) Correct naming convention
 - e.g. SUPPORTING DOC or DOC NAME

ACA Application Project Type Selection

Select the following application options in ACA

All ADU

Permit Type: Residential (New, Addition, Alteration or Change of Use)

ADU Alteration (Attached or Internal)

Classification of Work: Alteration Only

Project Type: Alteration to create ADU – Attached

- Alteration to create ADU in dwelling unit or attached to dwelling unit

ADU Alteration (Detached)

Classification of Work: Alteration Only

Project Type: Alteration to Create ADU - Detached

- Alteration to create ADU in existing detached accessory structure (Garage or Pole Building)