



Accessory Dwelling Unit (New & Addition)

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 • Footings/foundation • Elevations • Cross section • Detail of wall/ceiling rated separation between ADU and Dwelling Unit (1-Hour) or Garage (Separation per IRC 302.6) • One-Hour Exterior Fire Rated Wall Detail or listed assembly <ul style="list-style-type: none"> ○ Where exterior wall of detached ADU is less than 5' to property line (with Planning Approval). • 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 • Yard Waiver <ul style="list-style-type: none"> ○ (Where exterior wall of detached ADU is less than 5' to property line - with Planning Approval.) • Must Follow EDR Electronic File Standards
WSEC	<p>There are two methods of Washington State Energy Code compliance: Prescriptive and Total UA Alternative. Please choose a method of compliance and submit the appropriate documents in a single file submission.</p> <p>Visit WSU Energy Code website for an overview of Washington State Energy Code Compliance, worksheets, additional energy credit tables, guide sheets and tutorials:</p>

WSEC CONT	<p>WSEC submittal shall including the following:</p> <p>Prescriptive Path Energy Code Compliance</p> <ul style="list-style-type: none"> • Prescriptive Worksheet • Glazing Worksheet • Heating Worksheet • Must Follow EDR Electronic File Standards <p style="text-align: center;">OR</p> <p>Alternative Path Energy Code Compliance:</p> <ul style="list-style-type: none"> • Alternative Worksheet • Must Follow EDR Electronic File Standards
FOOTING CALCULATIONS	<p>There are two methods of footing & foundation compliance. Please choose one or both methods and submit the appropriate documents in a single file submission.</p> <p>Prescriptive Method</p> <ul style="list-style-type: none"> • Prescriptive Continuous Footing Calculator • Point load calculation (located at the bottom of the continuous footing calculator) for each point load labeled on foundation plan. • Must Follow EDR Electronic File Standards <p>Or</p> <p>Engineered foundation plans</p> <ul style="list-style-type: none"> • Engineered plans are required for site slopes of 30% or greater • Must Follow EDR Electronic File Standards
SUPPORTING DOCUMENTS	<p>Supporting documents may include the following:</p> <ul style="list-style-type: none"> • Truss Layout • Truss Engineering • Floor Joist Layout • Floor Joist Engineering • Geotechnical Report • Radon Mitigation Plan <p>Supporting documents may be submitted as a single combined file submission or separate named documents. Must follow EDR Electronic File Standards</p>
Ventilation Compliance:	<p>Identify manner of compliance in ACA permit application. Information on Washington State ventilation requirements is found in WAC 51-51-1500.</p> <ul style="list-style-type: none"> • Whole unit with heat recovery ventilator • Whole unit with fresh air inlets • Whole unit integrated with furnace • Continuous exhaust per IRC/ASRHRAE 62.2 • Whole unit with supply fan
Radon Mitigation	<p>Identify method of compliance in ACA permit application. Information on EPA radon mitigation standards can be found here.</p>

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Radon Mitigation Cont.	<ul style="list-style-type: none">• Prescriptive• Active System (<i>Drawings Required</i>)
Application Submittal	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 .

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. WSEC

- a) WSEC worksheets consolidated into one PDF document
b) Bookmarks added to WSEC document
c) Correct naming convention e.g. WSEC

5. FOOTING CALCS

- a) Prescriptive footing documents consolidated into one PDF document
b) Bookmarks added to footing calculation document
c) Correct naming convention e.g. FOOTING CALC

6. 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)

New ADU Detached

Classification of Work: New

Project Type: New ADU – Detached

ADU Addition

Classification of Work: Addition Only

Project Type:

- Addition to Create ADU - Attached
 - ADU addition attached to main dwelling unit
- Addition to Create ADU – Detached
 - ADU addition on, in or over a detached structure (Garage or Pole Building)