



PRADU PROCESSING GUIDE

CITY OF ENCINITAS
DEVELOPMENT SERVICES
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(760) 633-2710
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The Permit-Ready Accessory Dwelling Unit (PRADU) Program is envisioned to encourage the construction of Accessory Dwelling Units (ADUs) by offering property owners a selection of pre-approved ADU building plans. Use of these plans will save an applicant time and money, by avoiding initial design and review costs.

This guide has been generated to assist you in the preparation of your Building Permit submittal for your PRADU dwelling. Please follow the steps outlined below.

Step 1: Obtain Permit Materials

- Visit the [City web site](#) and download necessary documents: [PRADU Checklist](#), Plan Set, [Housing H-Form](#), [Stormwater Intake Form](#), and [Hold Harmless Statement](#)
- [Building Permit Application](#)

Step 2: Review and Complete Material

- Review and complete, as necessary, the above-referenced items.

Step 3: Additional Submittal Requirements

- Conduct necessary pre-submittal work discussed in the Housing for Generations ADU Guide and on the Checklist (i.e. secure the services of a design professional to prepare a site plan, coordinate with the Department of Environmental Health if your residence is currently served by a septic tank, etc.).

Step 4: Consult with City Staff

- Contact the Planning Division (760-633-2710; planning@encinitasca.gov) and Fire Prevention (760-633-2820; fireprevention@encinitasca.gov) to discuss submittal requirements.

Step 5: Application Submittal

- Submit your PRADU application materials to the Development Services Department—Planning Division Counter.
- If complete, the application will be taken in and routed for further review.

Step 6: Application Review

- Review will be conducted by the Building, Engineering, Fire Prevention, and Planning sections. Please see the Housing for Generations ADU Guide for additional explanation of review process.

Step 7: Permit Release/Construction/Inspection/Occupancy

- Once all reviews have been conducted and the necessary information has been provided, the Building Permit will then be issued. Construction can then commence and, once all necessary inspections have been completed, the new dwelling may be occupied.