



**CITY OF ENCINITAS**  
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# PRADU SUBMITTAL GUIDE

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 preapproved 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 in the preparation of your building permit submittal for a 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 Permit Materials

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

## Step 3: Additional Submittal Requirements

- Conduct necessary pre-submittal work discussed in the PRADU 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 Land Development & Building Division (760-633-2710; [planning@encinitasca.gov](mailto:planning@encinitasca.gov)); Building Division (760-633-2730; [building@encinitasca.gov](mailto:building@encinitasca.gov)); Land Development Engineering Division (760-633-2706; [developmenteng@encinitasca.gov](mailto:developmenteng@encinitasca.gov)) and Fire Prevention (760-633-2820; [fireprevention@encinitasca.gov](mailto:fireprevention@encinitasca.gov)) to discuss submittal requirements.

## Step 5: Application Submittal

- Submit your PRADU application materials through the Customer Self-Service Portal.
- If complete, the application will be accepted and routed for further review.

## Step 6: Application Review

- Review will be conducted by the Building, Land Development Engineering, Fire Prevention, and Land Development & Building sections.

## 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.