

PRE-ONBOARDING TO-DO LIST

Welcome to the ADU Plans Gallery! After you've reserved your spot, here are some tasks you can work on before you log into the system and begin setting up your account.

1. DECIDE GALLERY CONTACTS

- Decide who will manage your account.** *NOTE: You can add multiple contacts – we highly recommend having at least two to avoid disruption in the case of staff turnover or time out of the office.*
- Share with involved staff.** Send this to-do list to all staff involved and direct them to our [Jurisdiction Resources Page](#) for more information (videos, handouts, etc.).

2. DECIDE WHAT PLANS WILL BE IN YOUR GALLERY

Decide which plans your gallery will include for launch (this can be changed at any time). [See details.](#)

OPTION A:	OPTION B:
<input type="checkbox"/> Locally pre-approved plans <u>only</u>	Locally pre-approved plans <i>PLUS one or both:</i> <ul style="list-style-type: none"><input type="checkbox"/> Prefabricated ADUs (pre-approved by state/federal gov't)<input type="checkbox"/> Pre-designed site-built plans (not pre-approved)

3. PREPARE EXISTING PRE-APPROVED PLANS

If you already have pre-approved plans, they can be added to the system starting now!

- If your jurisdiction owns the plans,** we will set you up with a designer account and show you how to add your plans to the system (it's easy!). Email designer@aduaccelerator.org or anyone on our team.
- If designers/companies own the plans,** you will notify them to set up an account (if they don't already have one) and add the plans. We provide an email template and instructions on our [Jurisdictions Resources Page](#) (look for "Existing Pre-Approved Plans Outreach").

4. DECIDE YOUR CUSTOM URL (shared with the ADU Calculator)

You can decide between two options for custom tool URLs. [See this help doc for more details.](#) This link will be shared with the ADU Calculator, if you have one.

OPTION A: Fastest, less custom	OPTION B: Requires IT involvement, fully custom
<input type="checkbox"/> <u>your choice</u>.aduaccelerator.org/gallery <u>your choice</u>.aduaccelerator.org/calculator <i>We can launch your tools at this URL with no additional input.</i>	<input type="checkbox"/> <u>fullycustomURL</u>/gallery <u>fullycustomURL</u>/calculator <i>You purchase the domain and connect it using DNS records we provide.</i>

5. PREPARE PROFILE/CUSTOM INFORMATION

When you set up your profile, you will add the following:

- Jurisdiction seal / logo** **shared with Calculator* This image file will appear in the Gallery header.
- Contact instructions for homeowners** **shared with Calculator* (Limit 150 characters)
Briefly describe where homeowners should go for more information about building an ADU. This text will appear on your gallery and/or calculator with the heading “Questions about building an ADU?”
Include locations and days/times, email addresses, and phone numbers.
Example: We welcome questions about your ADU! Visit [city.gov/adu](#), email [planning@city.gov](#), or make an appointment at our Permit Center by calling 555-555-5555.
- Brief introduction to ADUs in your area** (Limit 300 characters)
Briefly describe important things for homeowners to know about developing an ADU in your area. This text will appear above your gallery (but does not appear on your Calculator, if you have one).
Example: Please visit our website for ADU size requirements. Properties in Historic Districts, High Fire Hazard Zones, and Coastal Zones require additional permit applications. Contact Planning for more details. Septic systems require advanced engineering surveys before submitting permit applications.

6. DETERMINE YOUR PRE-APPROVAL PROCESS AND PREPARE FOR AB1332

AB1332 requires every jurisdiction to review, approve, and list pre-approved plans online as of January 1, 2025:

Part 1 – Pre-Approval of Submitted Plans (No Site)	Part 2 – Using Pre-Approved Plans (Site)
<ol style="list-style-type: none">1. Designer submits application for pre-approval (application has no property/site)2. City reviews in 60 days (site-agnostic review)3. Designer resubmits as requested until approved4. City lists plan details and designer contact online5. Plan expires at end of building code	<ol style="list-style-type: none">1. Applicant selects pre-approved plan, completes site-specific tasks, and submits permit application2. City reviews in 30 days (site-specific review) <i>as long as plan is identical to pre-approved version</i>3. Applicant resubmits as requested until approved4. Building permit issued

- Prepare system for applications with no address** or use recurring address like 123 ADU Plan Street
- Create and/or adjust application forms (and instructions to go above and beyond) for:**
 - Designers (Part 1): indicate no address and only non-site specific plan materials
 - Applicants (Part 2): indicate base plan permit number and site-specific plan materials
- Identify how to track pre-approvals** in-process and accepted, including year and permit number
- Download designer instructions** to provide after pre-approval at [aduaccelerator.org/gallery-resources](#)
- Decide who will confirm pre-approved plans** in your Gallery portal (all users will receive notification)
- Determine if adding an administrative fee for the pre-approval process** as allowed under AB1332
- Finalize the pre-approval process** then instruct permit counter and department staff

To learn more about the Plans Gallery and related products, go to [aduaccelerator.org](#)
Find more resources like this one-pager at [aduaccelerator.org/gallery-resources](#)