

CITY OF FOSTER CITY
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
610 FOSTER CITY BLVD
FOSTER CITY, CA 94404
(650)286-3227



DATE: _____
PERMIT NUMBER: _____
RECEIVED BY: _____

PRE-APPROVED ADU BUILDING PERMIT APPLICATION

(SITE-SPECIFIC PHASE)

PROJECT INFORMATION (Mandatory)

Project Address: _____ **Floor/ Unit#** _____
Foster City, CA 94404

Scope of Work : GLADUR ADU

Additional details: _____

- ☐ Studio – 400 sf ☐ 1 Bed – 745 sf
☐ 1 Bed – 575 sf ☐ 2 Bed – 800 sf

Job Valuation (Cost of labor and materials): \$ _____

PROJECT CONTACT (Mandatory)

Property Owner's Name: _____

Mailing Address: _____

Email Address: _____ **Phone:** _____

Property Management/Tenant Name: _____

CONTRACTOR ☐ **OWNER-BUILDER** ☐

Contractor State License#: _____ **License Class:** _____ **Expires:** _____

Company/Owner-Builder's Name: _____ **Business License#:** _____

Mailing Address: _____

Email Address: _____ **Phone:** _____

Applicant/ Authorized Agent's Name: _____

Email Address: _____ **Phone:** _____

ARCHITECT ☐ **ENGINEER** ☐ **DESIGNER** ☐

Name: _____ **Company Name:** _____

License# _____ **Mailing Address:** _____

Email Address: _____ **Phone:** _____

I certify that I have read this application and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Name (Licensed Contractor/Authorized Agent)

Signature

Date

Plan check fees for this application include two plan reviews by staff. The third and following plan reviews will be billed on a time and materials basis which include all direct and indirect costs incurred by the City of Foster City. Plan review fees are non-refundable. See [Master Fees Schedule](#) for the hourly rate per each City of Foster City Division/ Department.

Unless a shorter period of time has been established by official action, an application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued or this permit expires 1 year after the permit has been issued and construction has not commenced or if work is suspended or abandoned at any time after the work is commenced for a period of 180 days.

I have read the above information and understand it. This information will be passed along to the property owner in a timely manner by the contractor if the property owner is not the person signing this form.

Name (Licensed Contractor/Authorized Agent)

Signature

Date

DECLARATIONS (Mandatory)

Licensed Contractor Declaration: I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Name (Licensed Contractor)

Signature

Date

Owner-Builder Declaration: Please fill out a separate [OWNER-BUILDER'S ACKNOWLEDGEMENT FORM](#).

Workers' Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations: **Select only one.**

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My policy number is: _____.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance is:

Carrier: _____ Policy# _____ Expires: _____

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Name (Licensed Contractor/Agent/Owner Builder): _____

Signature: _____ Date: _____

Warning:

Failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, and damages as provided for in Section 306 of the Labor Code, interest, and attorney's fees.

☐ Foundation System

☐ PG&E Approval Letter

☐ Neighbor Notification Report & Form

☐ Geotechnical Soils Report

☐ Address Assignment Request

☐ Waste Management Plan

☐ 2022 CalGreen Checklist

☐ EMID Water Neutrality (Multi-Family)

☐ ADU Homeowner Survey

Is work being done in the public right of way? ☐ Yes, encroachment permit required ☐ No, encroachment permit is not required

Is the one required parking space being provided? ☐ Yes, provided _____ ☐ No, site meets an exception

I have reviewed the CAL FIRE ADU Sprinkler System Requirements and am ☐ Providing Sprinklers ☐ Not providing sprinklers

Pre-2025 Detached Accessory Dwelling Unit (ADU) Plans

Liability Waiver



Project Address: _____

In consideration of using the City of Foster City's pre-approved accessory dwelling unit construction documents "ADU Plans", the applicant, and property owner if different than applicant, hereby agree to the following:

You Must Initial Each Item

1. _____ Use of the ADU Plans is at your own risk. The City makes no promise and gives no guaranty or warranty regarding the accuracy, completeness, reliability, or functionality of the ADU Plans, or of the ADU identified within the plans. The City does not assume responsibility for any impact that the use of the ADU Plans, or that construction of an ADU pursuant to the ADU Plans may have on your or any third party's site, existing buildings, or personal safety. The City does not promise that the ADU Plans are free from defects, whether in design or construction.
2. _____ The City may add new ADU Plans at any time in its sole discretion; however, the City does not warrant the ADU Plans to meet any future building or code requirements of any kind or that the ADU Plans meet any site-specific criteria. The applicant is solely responsible for ensuring that the proposed project, including the ADU Plans meet all local or state laws for the specific project that will be undertaken.
3. _____ During construction of the ADU when City Building Inspectors perform inspections on site, they may require minor deviations/corrections from the plans where necessary in order to meet applicable local or state law.
4. _____ The City is not responsible for any deviations from these ADU Plans during construction or for the additional cost of these deviations, even if such deviations are "passed" during inspection by the City Building Inspector.
5. _____ The ADU Plans and any associated documentation are made available "As Is," without any warranty of any kind, whether express or implied. There is no warranty that the ADU Plans or documentation will meet your expectations or requirements, or that use of the ADU Plans will be error-free, or that the ADU Plans will work as described in the documentation. The City hereby disclaims any and all express or implied warranties, including without limitation, any warranty of merchantability, fitness for a particular purpose, title, or infringement. In no event will the City have any liability to you or to any other party for any losses or damages you may suffer directly or indirectly, or for any expense or costs you may incur in connection with the use of the ADU Plans. The City shall have no liability to you or any other party for lost profits, business interruption, time, money, goodwill, and any special, incidental, indirect or consequential damages, whether in contract, tort, strict liability or otherwise, arising out of the use or inability to use the ADU Plans, even if you have advised the City of the possibility of such loss or damages. Your sole and exclusive remedy shall be to stop use of the ADU Plans.
6. _____ The applicant, and property owner if different than the applicant, hereby assumes full responsibility for, and all risks associated with the use of the ADU Plans.

7. _____ The applicant, and property owner if different than the applicant, agree(s) to indemnify, defend (with counsel of City's choosing), release and hold harmless the City from any and all claims, liabilities, suits, and demands on account of any injury, damage, or loss to persons or property, including injury or death, or economic losses, arising out of the use of these construction documents or demands of every character occurring or in any way incident to, in connection with, or arising directly or indirectly out of the use or reliance of the ADU Plans. The undersigned agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole of expense of the undersigned. The undersigned agrees to bear all costs and expenses related thereto, even if the claim is groundless, false, or fraudulent.
8. _____ The applicant, and property owner if different than the applicant, agree to pursue construction of the ADU in good faith and comply with all federal, state, and local laws and regulations.
9. _____ The applicant, and property owner if different than the applicant, further expressly agree(s) that the foregoing is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect. The undersigned has read, had an opportunity to confer with their attorney and voluntarily signs this release and waiver of liability agreement, and further agrees that no verbal representation, statements, or inducements apart from the foregoing written agreement have been made. By signature below, I/we, the undersigned agree to the above terms and conditions.

Applicant Name _____

Signature _____

Date _____

Owner Name (if different than applicant) _____

Signature _____

Date _____