# The Accessory Dwelling Unit (ADU) Process

Planning staff are available to help you through your ADU building process. Contact <u>local staff</u> with your questions and visit the Alameda County ADU Resource Center website at <u>ADUAlameda.org</u> to learn more.

## **1 GET STARTED**

- Think about what you want and look for inspiration on our <u>ADU website</u> and view floorplans and photos.
- Learn what you can build using the <u>Can</u> <u>I Build an ADU Tool</u>.
- Make an informal sketch of your property and use our exercises to help.
- Estimate costs and rental income using our <u>ADU Calculator</u>.

## **3 DESIGN YOUR ADU**

- Hire your team a licensed architect or designer and a licensed contractor or design/build team.
- Create your initial design and discuss it with local Planning staff.
- **Finalize your design** and have your designer or contractor prepare plans for permitting.

### **5 CONSTRUCT YOUR ADU**

- Ensure all funding is in place before construction.
- Monitor construction check in with contractors, make decisions about materials, and ensure inspections are moving along.
- Schedule inspections throughout construction. Your contractor will do this for you.

#### **2 LEARN THE RULES**

- Learn about your property including APN, lot size, and zoning.
- Learn the local <u>ADU Rules</u> and what you can build on your property.
- Meet with staff early on to understand any rules that might apply to your ADU.
- Adjust your budget as needed and create a financing plan.

### **4 APPLY FOR PERMITS**

- **Prepare your application** confirm requirements with local staff.
- **Submit your application** online or in-person and pay any required fees. Staff will review your application within 60 days, and often sooner.
- **Revise your application** if needed. Staff will tell you the best way to be in contact, likely by email. Generally, outstanding fees are due before issuing a permit.

### 6 MOVE-IN!

Once your ADU has passed final inspection, it's ready for move-in!



# Interested in an ADU or JADU? Here are some important things to keep in mind.



## The Difference Between ADUs and JADUs

**ADUs** are a second home on your property with their own kitchen and bathroom. Most new ADUs can be up to 850 square feet (1BR) or 1,000 square feet (2BR). Shared walls/floors must be rated for 1-hour fire safety. **Junior ADUs (JADUs)** are within the footprint of your home (or attached garage) and less than 500 square feet. They can share a bathroom and/or have an efficiency kitchen. The owner must live on site.

JADUs and ADUs must have their own entryway and be at least 150 square feet in size. Both must be rented for 30 days or more—no short-term rentals like Airbnb are allowed.

#### Special Circumstances and Utilities **SEE DETAILS IN THE ALAMEDA ADU GUIDEBOOK**

In addition to planning and building review, you may need to meet other local requirements and get permits or pay fees to other agencies or departments. Check with Planning staff early in the process. For contact info and to learn more visit <u>ADUAlameda.org/rules.</u>

- **Deed restriction:** ADUs may be subject to deed restriction (rules that are added to your property's deed). Talk to staff about local requirements.
- Neighborhood & Homeowners Associations (HOAs): While they cannot prevent you from building or renting an ADU, they may still have guidelines. Talk with your representative or board.
- Fire Safety: If your property is in a high fire severity zone your ADU may require additional review. Visit the <u>Alameda County Wildfire Map</u> to find out where your property falls and contact staff to learn about any special requirements.
- **Historic Districts:** ADUs in historic areas may require additional review. Speak with staff early to learn about requirements.

- Utility Fees: New or separate connections may be required for ADUs, but not JADUs. Contact your service providers for more information.
- Gas Connections and Appliances: Some cities do not allow new gas connections or appliances. Check with staff early on. If you need to add or upgrade service, learn about PG&E's process <u>here</u>.
- Septic and Water: If your property is outside of a sewer or water district, your ADU will need to meet county requirements. You may have to increase your septic capacity or establish a new water source, which can be expensive. Contact the <u>Alameda County Department of</u> <u>Environmental Health</u> early in the process.

