



ACCESSORY DWELLING UNIT CHECKLIST – SINGLE FAMILY RESIDENTIAL

Land Use Planning Division | Planning and Development
 1947 Center Street, 3rd Floor
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Project Address: _____

Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are independent and semi-independent dwelling units with complete or partial provisions for sleeping, cooking, and sanitation permitted to be constructed on properties with existing or proposed single-family dwellings pursuant to State law – Government Code Sections 65852.2 and 65852.22. This eligibility screening by the Land Use Planning Division is to ensure compliance with ADU regulations **prior** to filing a building permit application.

Completed documents required at the time of ADU project submittal for Planning:

1. [Building Permit Application](#) form
2. Accessory Dwelling Unit Checklist (this form)
3. Complete Project Plan Set
 - [Site Plan](#)
 - Floor Plans that show all floors and use of all rooms
 - Building Elevations

**Show existing and proposed conditions*

4. [Address Assignment Application](#)

Eligibility Checklist

Below are development standards for ADUs. Please indicate whether the proposed project meets these standards by filling in the blanks and circling “YES” or “NO” for each section. If you answer yes to all of the questions, your application is eligible for a building permit. If you answered no to any of the questions, your application must be revised prior to submittal to comply with ADU development standards.

Does the ADU/JADU meet the following development standards?	Compliance (Circle One)	Review (City Use)
1. <u>Lot</u> : An ADU may be established on any lot that has an existing or proposed single-family dwelling unit. Does the lot have a proposed or an existing single-family dwelling?	Yes No	
2. <u>Quantity</u> : Properties with existing or proposed single-family residences are limited to one (1) ADU and one (1) JADU. Is the project consistent with the allowed quantity?	Yes No	
3. <u>Setbacks</u> : Newly constructed (attached/ detached) ADUs shall be required to maintain the following setbacks: <ul style="list-style-type: none"> • Street-Side and Interior Side Yard:4-Feet • Rear Yard: 4-Feet • Setback from Other Structures:3-Feet Will the ADU/JADU conform to all minimum required setbacks? <i>*No setbacks are required for ADU/JADU conversions of existing, permitted structures.</i>	Yes No N/A	

<p>4. <u>Maximum Unit Sizes and Floor Area:</u> ADUs</p> <ul style="list-style-type: none"> • <u>Conversion:</u> N/A • <u>Detached:</u> 1,200 square-feet • <u>Attached:</u> 1,200 square-feet <p>Is size of the proposed ADU consistent with the above requirements?</p> <p>JADUs</p> <ul style="list-style-type: none"> • No more than 500 square-feet <p>Is the proposed JADU equal to or less than 500 square-feet?</p>	<p>Yes No N/A</p>	
<p>4. <u>Building Height:</u></p> <ul style="list-style-type: none"> • <u>Attached/ Detached-</u> Shall be limited to 16-feet in maximum height. • <u>Conversion-</u> Shall maintain the same height as the existing structure. <p>Will the proposed ADU be less than maximum height?</p>	<p>Yes No N/A</p>	
<p>7. <u>Cooking Facilities:</u></p> <p>ADUs. ADUs are required to include a full kitchen.</p> <p>JADUs. JADUs are required to include an <u>efficiency kitchen</u>, at a minimum, which shall include a cooking facility with appliances and a food preparation counter (wet bar) with suitable storage cabinets.</p> <p>Will the proposed ADU/JADU include the appropriate cooking facilities?</p>	<p>Yes No</p>	
<p>8. <u>Unit Connection and Entrances:</u></p> <p>ADUs – Must have a separate, independent entrance separate than the primary residence.</p> <p>JADUs – Shall be required to have a separate exterior access from the primary residence.</p> <p><i>*An internal connection to primary residence is required if the JADU does not have sanitary facilities independent from the primary residence.</i></p> <p>Does the ADU/JADU meet the egress, access, and internal connection requirements?</p>	<p>Yes No</p>	
<p>9. <u>Separate Sale:</u> ADUs and JADUs shall not be sold or otherwise conveyed separate from the primary residence.</p> <p>Does the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p>	
<p>10. <u>Owner Occupancy:</u> For JADUs only – the property owner shall always reside in either the primary residence or new JADU. A deed restriction shall be recorded with the County of Alameda Clerk-Recorder’s Office prior to building permit issuance for JADUs (see requirement 12).</p> <p>Does the applicant and property owner acknowledge this requirement?</p>	<p>Yes No N/A</p>	
<p>11. <u>Short-Term Rental Prohibition:</u> ADUs and JADUs shall not be utilized as commercial short-term rentals (i.e. rentals less than 30 consecutive days).</p> <p>Does the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p>	
<p>12. <u>Deed Restriction:</u> Prior to building permit final, a copy of the recorded deed restriction (Notice of Limitations) must be submitted.</p> <p>Has a notarized deed restriction been submitted to the County of Alameda Clerk – Recorder’s Office?</p> <p><i>*Deed restrictions are not required for JADUs</i></p>	<p>Yes No N/A</p>	
<p>13. <u>Address Assignment:</u> Prior to building permit final, a new address must be assigned to the ADU.</p> <p>Has the applicant submitted an address assignment?</p>	<p>Yes No</p>	
<p>14. <u>Summary:</u> This project meets ALL requirements listed above.</p>	<p>Yes No</p>	

TO BE COMPLETED BY CITY STAFF ONLY:

Lot/ Structure Type (*circle one*): SINGLE FAMILY MULTIFAMILY

ADU Type (*circle one*): JADU DETACHED ADU ATTACHED ADU CONVERSION ADU

Planner: _____ **Date:** _____

Notes: _____

Is the project eligible to receive a building permit? YES NO