



ACCESSORY DWELLING UNIT CHECKLIST – SINGLE-FAMILY RESIDENTIAL

Development Service Department • 777 B Street Hayward, CA 94541

<https://www.hayward-ca.gov/content/accessory-dwelling-unit-information-and-permit-process>

Project Address: _____ **APN:** _____

Accessory Dwelling Units (ADUs) are independent homes on the same lot as a primary residence. They may be attached or detached from the main dwelling. Per the Building Code, ADUs meet the definition of a “dwelling unit” as they contain permanent cooking, sanitation and sleeping facilities. Attached ADUs shall not have doors that connect to the main house.

ADUs are permitted to be constructed on properties with existing or proposed single-family dwellings pursuant to State law – Government Code Sections 66314 through 66332.

Eligibility Worksheet – Below are development standards for ADUs. Please indicate whether the proposed project meets these standards by filling in the blanks and circling “YES”, “NO” or “N/A” for each section. If you answer yes or n/a to all of the questions, your application is eligible for ministerial ADU review by staff. If you answered no to any of the questions, your application does not qualify for ADU Clearance and may require further review for compliance.

Does the ADU meet the following development standards?	Compliance (Circle One)	
1. <u>Zoning</u> . Does the project site have one or more detached dwelling units on the property?	Yes	No
2. <u>Construction Documents</u> . Are the plans prepared by a professional designer/draftsperson, architect or engineer that has knowledge of the California Residential Code and prior experience with home additions and/or ADUs?	Yes	No
3. <u>Quantity</u> . Properties with existing or proposed single-family residences are limited to one (1) Detached/ Attached ADU and one (1) JADU. Will the project site not exceed the allowed quantity?	Yes	No
4. <u>Setbacks</u> . No setbacks are required for ADU conversions of existing, permitted structures. Newly constructed ADUs shall be required to maintain the following setbacks listed below: a. Street-Side and Interior Side Yard: 4-Feet b. Rear Yard: 4-Feet c. Front Yard: Conform to Underlying Zoning District d. Setback from Other Structures: 5-Feet Will the ADU conform to all minimum required setbacks?	Yes	No
5. <u>Maximum Unit Sizes and Floor Area</u> . There are no size limitations for ADU conversions of existing, permitted structures. Newly constructed ADUs shall be equal or less than the following sizes below: a. Detached ADU: 1,200 square-feet b. Attached ADU: 50% of the total floor area of the primary dwelling Is the proposed ADU equal to or less than the following?	Yes	No
6. <u>ADU Building Height</u> . Detached ADUs shall be limited to 16-feet in height unless it is located within ½ mile of a major transit stop or high-quality transit corridor than it shall be limited to 18-feet in height. Attached ADUs shall not exceed the height allowed by the underlying zoning district. No height limitations for conversions within existing, permitted structures. Height is measured from grade to the highest point of the roof for flat roof, to the top roof line for a mansard roof and to the mid-point of the highest gable for a pitched/hip roof. Will the proposed ADU be less than maximum height?	Yes	No
7. <u>Unit Connection and Entrances</u> . ADUs shall be required to have a separate, independent exterior entrance separate than the primary residence. Per Building Code, an internal connection between the ADU and the main dwelling is not allowed because of the fire rated wall requirements. Does the ADU meet the egress, access, and internal connection requirements?	Yes	No

<p>8. <u>Fire Rating Requirements for Attached ADUs.</u> ADUs require a 1-hour fire rated wall that extends from the bottom of the footing to the underside of the roof deck to fully separate the main dwelling unit from the ADU. If the ADU is a garage conversion or similar conversion under habitable space of the main house, the 1-hour fire rating also applies to the floor/ceiling assembly between the units. (See CRC R302.2)</p> <p>Are sections and details included in the construction documents to show compliance with a full 1-hour fire rated separation between the ADU and primary dwelling?</p>	<p>Yes No</p> <p>N/A</p>	
<p>9. <u>Fire Separation Requirements for Detached ADUs.</u> Per the Building Code, detached ADUs are considered separate homes and shall comply with the provisions in the California Residential Code related to exterior wall protection, opening limitations and fire separation distance. (See CRC R302).</p> <p>Do the detached ADU plans show fire rating and fire separation distance requirements from property lines and other structures as indicated in the CRC?</p>	<p>Yes No</p> <p>N/A</p>	
<p>10. <u>Fire Sprinklers.</u> ADUs shall be required to have fire sprinklers if either of the following conditions exist.</p> <ul style="list-style-type: none"> • The primary residence has fire sprinklers. • There are any active improvements or additions that would require the primary residence to have fire sprinklers. <p>Will the proposed ADU(s) meet the fire sprinkler requirements?</p>	<p>Yes No</p>	
<p>11. <u>HVAC and Plumbing Requirements.</u></p> <ol style="list-style-type: none"> a. Does the ADU have an independent heat source? <i>No shared return air between dwelling units is permitted for heating or cooling per the California Mechanical Code section 311.4.</i> b. Does the ADU have either an independent water heating system or a shared system that is adequately sized for both units per the California Plumbing Code? c. <i>Note: per Government Code Section 65852.2, an ADU is not required to have an independent drainage system. The ADU drainage is permitted to connect to the main house (see CPC 311.1)</i> <p>Does the ADU meet the plumbing and mechanical requirements above?</p>	<p>Yes No</p>	
<p>12. <u>Reach Code Requirements for Newly Constructed ADUs.</u> The City of Hayward has a local green building regulation called the Reach Code. For more information, please visit https://www.hayward-ca.gov/reach-code</p> <p>Does the ADU meet all applicable Reach Code requirements?</p>	<p>Yes No</p> <p>N/A</p>	
<p>13. <u>Separate Sale.</u> ADUs 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>14. <u>Short Term Rental.</u> ADUs shall not be utilized as commercial short-term rentals (i.e. rentals less than 30 days).</p> <p>Does the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p>	
<p>15. <u>ADU Address.</u> All ADUs shall have their own independent address.</p> <p>Does the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p>	
<p>16. <u>Impact Fees:</u> Park impact and school district fees are applicable for ADUs that are equal or greater than 750 square-feet. Affordable housing fees are applicable for ADUs that are equal or greater than 750 square-feet if the project involves two or more new units. For more information on affordable housing and park impact fees, please review the adopted Master Fee Schedule at https://www.hayward-ca.gov/your-government/documents/master-fee-schedule. For more information on school district fees, please visit https://haywardusd-ca.schoolloop.com/DeveloperFees</p> <p>Does the applicant and property owner acknowledge that if the proposed ADU is equal or greater than 750 square feet the property owner shall pay all applicable impact fees?</p>	<p>Yes No</p>	
<p>17. <u>Utility Connection and Capacity Charges for Water and Sewer Services:</u> Utility connection and capacity charges for water and sewer services apply to all ADUs. For more information, please see attached Utility Checklist for ADUs.</p> <p>Does the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p>	

Code Enforcement Violation: **Is the proposed ADU associated with an open code enforcement case?** If yes, please provide the following information.

CE Case #: _____ CE Inspector: _____

Utilities Checklist for Accessory Dwelling Units (ADUs)

The ADU is a new construction or conversion of existing, permitted space with an addition larger than 150 square feet

A separate water meter is required

The building permit plans must have a site and/or a utility plan that shows the sizes and locations of:

- The existing domestic water service lines and water meters. Indicate that the existing domestic water meter shall remain to serve the single-family residence only.
- The existing sanitary sewer lateral. Indicate that the existing sanitary sewer lateral shall remain for the existing single-family residence and proposed ADU.
- The proposed domestic water service line and water meter. Indicate that the proposed domestic water meter shall remain to serve the ADU only.

Estimated Utility Fees

Installation Fee, 3/4" service line	\$4,200
Facilities Fee, 5/8" water meter	\$7,133
Sanitary Sewer Capacity Fee	\$3,850
Total Fees	\$15,183

Note: A minimum 3/4" service line & 5/8" domestic water meter is required for most ADUs.

The ADU is a conversion of existing, permitted space with an addition no larger than 150 square feet

A separate water meter is not required

However, we may require to upsize the existing water meter to accommodate the proposed improvements. In typical scenarios, a 5/8" water meter would be required to be upsized to a 3/4" water meter.

If your property has a 5/8" water meter, the building permit plans must have a site plan and/or a utility plan that show the sizes and locations of:

- The existing domestic water service lines and water meters. Indicate that the existing domestic water meter shall be upsized to a 3/4" domestic water meter.

Estimated Utility Fees

Meter Set Fee, 3/4" water meter	\$380
Facilities Fee, 3/4" water meter *	\$3,570
<i>* Includes a facilities fee credit of \$7,133 for an existing 5/8" water meter.</i>	
Total Fees	\$3,950

Note: The utility account shall be changed from the "Single-Family Residential" to the "Multi-Family Residential (2-4 Units)" rate.



The water system facilities fees and sanitary sewer capacity fees are used to help defray some the costs for the overall improvement and maintenance of the City's water and sewer system.

Utility fees shown are an estimate and may not be up to date. Final utility fees will be assessed during the permit review.

Last Updated: December 2023.