

# The Accessory Dwelling Unit (ADU) Process

We are here to help you through your ADU building process. Visit the [Alameda County ADU Resource Center website](#), read the [ADU Guidebook](#), and contact the Planning Department with your questions at 510-583-4216, [planning.division@hayward-ca.gov](mailto:planning.division@hayward-ca.gov), or in person at City Hall, 777 B Street (Monday-Thursday, 9am-1pm).



## 1 Think About What You Want

Visit the [ADU Resource Center](#) to view floorplans, hear about what neighbors built, and look at photos for inspiration. Consider how you might finance your ADU and if a loan is needed. You can estimate costs, fees and rents using the [ADU Calculator](#).



## 2 Learn the Rules

Use the [GIS WebMap](#) to learn more about your property. Contact us at [planning.division@hayward-ca.gov](mailto:planning.division@hayward-ca.gov) or 510-583-4216 to learn about any special issues in advance.



## 3 Make a Sketch

Make a sketch of your property on an 8.5x11 piece of paper, including your existing home, other structures, and the proposed ADU. You can use the exercise on the [ADU Resource Center](#).



## 6 Prepare Permit Application

Have your designer prepare your building permit application and all required documents. Contact us with questions.

- Construction Documents
- [ADU Checklist/Eligibility Worksheet](#)
- [Address Request Application](#)
- Property Legal Description (JADU only)



## 5 Design Your ADU

Although you can build an ADU as an owner builder, we recommend hiring a licensed architect or designer to design your ADU and a licensed builder to construct it, or a design and build team. Whoever you hire will help with the application process too. Use the [ADU Guidebook](#) to learn more.



## 4 Get a Planner's Advice

Now that you have a better idea of what you want to build, bring your sketch in. A planner will advise you on City rules and what to consider.

- [Review the City's ADU FAQ Guide](#)
- [Review the ADU Checklist/Eligibility Worksheet](#)



## 7 Submit Permit Application

Use the [E-Permits Portal](#) to submit your building permit application. After a completeness check you will pay plan check fees. Overall, building permit fees are based upon valuation. Contact us for an estimate of total fees or with your questions.



## 8 Get Permit Issued

Applications are reviewed in 15 business days and resubmittals in 10 business days. Once approved and all permit and impact fees are paid, you can collect your permit. Permits stay valid for six months with regular occurring inspections.



## 9 Construct Your ADU

Before you begin, ensure funding is in place. Check-in regularly with your builders and make sure inspections are moving along. Construction times vary, but 6-12 months is common.



## MOVE-IN!

Your ADU's address will be automatically assigned. You're all set!



## 10 Schedule and Pass Inspection

Your builder will schedule a final inspection on the [E-Permits Portal](#). Once your ADU has passed, you will receive a Certificate of Occupancy and your ADU is ready for move-in!

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



## The Difference Between ADUs and JADUs

**Junior ADUs (JADUs)** are located within the main home, including an attached garage, and are no more than 500 square feet. Most notably, JADUs shall have an internal connection to the main home and have an efficiency kitchen. Additionally, the owner must live on the property. **ADUs** can be attached, detached, or conversions, and up to 1,200 square feet. ADUs shall have permanent cooking, sanitation and sleep facility and not have an internal connection to the main home. Both ADUs and JADUs must be rented for 30 days or more—no short-term rentals like Airbnb are allowed.

## Fees, Utilities, and Special Circumstances

In addition to building permits, you may need to meet requirements with other agencies or departments. If your project needs to address any of these common site issues, talk to staff early in the process. You may also have to pay a variety of fees like permit, connection, and impact fees. Total fees are subject to change and generally range from \$6,000 to over \$25,000 depending on the size and type of ADU with garage conversions having the lowest fees and new detached ADUs have the highest fees.

- **Impact Fees:** ADUs 750 square feet or larger pay a Park Dedication Fee ([check fee schedule](#) for current fees) and school fees of \$4.79 per square foot, which must be paid to the [Hayward Unified School District](#) before receiving a building permit.
- **Water and Sewer Systems:** ADUs may need to pay connection and capacity fees, and depending on the size and type of ADU, upgrades or a new connection may be required. For more information Contact the Development Review Specialist at 510-583-4722 early in the process.
- **Electric & Gas (PG&E):** New detached ADUs must be all electric (no new gas connection allowed). Adding new electric service may be required if you need non-standard electrical appliances like electric heating systems or water heaters and can add time and cost to your project. Learn more about the [PG&E Process](#) and visit their [Building and Renovation Services website](#) for upgrades or new service.



ALAMEDA COUNTY  
**ADU Resource  
Center**