



# JUNIOR 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:** \_\_\_\_\_

JADUs (Junior Accessory Dwelling Units) are semi-independent living spaces no larger than 500 square-feet within a portion of an existing single-family home such as a garage, great room, home office, etc. JADUs shall include a bedroom, a food preparation area with a wet bar and storage cabinets, and may include a separate bathroom; however, no permanent kitchens/stovetops/ovens are allowed. JADUs also require an internal connection to the existing single-family home as well as a separate exterior entrance. JADUs are dwelling units but do not meet the definition of a “dwelling unit” per the California Building Code. In terms of building construction and design, JADUs are similar to bedroom additions.

JADUs are 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.

### Documents required at the time of the Building Permit submittal:

1. Building Permit Application
2. This Checklist (completed by the designer)
3. Copy of the Property Legal Description (found on Property’s Title Report or Grant Deed)
4. A \$328 Planning Review Fee + Building Permit Fees
5. Construction documents including a site plan, floor plan, elevations (existing and proposed), sections, details, T-24 energy report. Plans shall be formatted on standard architectural sheets: 18” x 24” or 24” x 36”. All sheets in the set shall be the same size. T-24 energy forms shall be scanned onto the sheets. Structural calculations, if required, can be submitted separately on 8.5”x11”. **Plans shall meet professional drafting standards.**

**Eligibility Worksheet** – Below are development standards for JADUs. 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 ministerial JADU review by staff. If you answered no to any of the questions, your application does not qualify for JADU Clearance and may require further review for compliance.

Does the JADU meet the following development standards?	Compliance (Circle One)	Review (City Use)
1. <b>Zoning.</b> Is the project site located within a residential or mixed-use zoning district and contains an existing or proposed single-family residence on the property? Online GIS WebMap: <a href="http://webmap.hayward-ca.gov">webmap.hayward-ca.gov</a>	Yes    No	
2. <b>Construction Documents.</b> 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. <b>Quantity.</b> Properties with existing or proposed single-family residences are limited to one (1) ADU and one (1) JADU. <b>Will the project site not exceed the allowed quantity?</b>	Yes    No	
4. <b>Setbacks.</b> No setbacks are required JADU conversions of existing, permitted structures. If applicable, the 150 square-feet of additional floor 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: 6-Feet <b>Will the JADU conform to all minimum required setbacks?</b>	Yes    No  N/A	

<p>5. <u>Maximum Unit Sizes and Floor Area.</u> JADUs are internal conversions of existing space and are allowed up to 150 square-feet of additional floor area limited to accommodating ingress and egress but shall not exceed 500 square-feet? <b>Is the proposed JADU equal to or less than 500 square-feet?</b></p>	<p>Yes      No</p>	
<p>6. <u>JADU Cooking Facilities.</u> JADUs are required to include an efficiency kitchen which shall include a wet bar, a food preparation counter, storage cabinets and outlets for countertop appliances. Permanent ovens or cooktops are not allowed in a JADU. <b>Will the proposed JADU have the required elements of an efficiency kitchen?</b></p>	<p>Yes      No  N/A</p>	
<p>7. <u>Unit Connection and Entrances.</u> JADUs shall be required to have internal connection to primary residence and shall be required to have separate exterior access. <b>Does the JADU meet the egress, access, and internal connection requirements?</b></p>	<p>Yes      No</p>	
<p>8. <u>Fire Sprinklers.</u> JADUs shall be required to have fire sprinklers if either of the following conditions exist.</p> <ul style="list-style-type: none"> <li>• The primary residence has fire sprinklers.</li> <li>• There are any active improvements or additions that would require the primary residence to have fire sprinklers.</li> </ul> <p><b>Will the proposed JADU meet the fire sprinkler requirements?</b></p>	<p>Yes      No  N/A</p>	
<p>9. <u>Separate Sale.</u> JADUs shall not be sold or otherwise conveyed separate from the primary residence. <b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p>	
<p>10. <u>Owner Occupancy.</u> 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. <b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No  N/A</p>	
<p>11. <u>Short Term Rental.</u> JADUs shall not be utilized as commercial short-term rentals (i.e. rentals less than 30 days). <b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p>	
<p>12. <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 visit <a href="http://www.hayward-ca.gov/water-service">www.hayward-ca.gov/water-service</a> or contact the City's Development Review Specialist Michelle Tran at (510) 583-4722 or michelle.tran@hayward-ca.gov. <b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p>	
<p>13. <u>Code Enforcement Violation: Is the proposed JADU associated with an open code enforcement case?</u> If yes, please provide the following information.  CE Case #: _____ CE Inspector: _____</p>	<p>Yes      No</p>	

**TO BE COMPLETED BY CITY STAFF ONLY:**

Building Permit Number: _____ Planner: _____ Date: _____
Planning Review (Check One):    Approved OTC    Routing Required
Comments: _____