



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.

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)	
1. Zoning. 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: webmap.hayward-ca.gov	Yes	No
2. Construction Documents. 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. Quantity. Properties with existing or proposed single-family residences are limited to one (1) ADU and one (1) JADU. Will the project site be under the allowed quantity?	Yes	No
4. Setbacks. 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 Will the JADU conform to all minimum required setbacks?	Yes	No N/A
5. Maximum Unit Sizes and Floor Area. 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? Is the proposed JADU equal to or less than 500 square-feet?	Yes	No
6. JADU Cooking Facilities. 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. Will the proposed JADU have the required elements of an efficiency kitchen?	Yes	No N/A

<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.</p> <p>Does the JADU meet the egress, access, and internal connection requirements?</p>	Yes	No
<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"> • 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 JADU meet the fire sprinkler requirements?</p>	Yes	No N/A
<p>9. <u>Separate Sale</u>. 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>	Yes	No
<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.</p> <p>Does the applicant and property owner acknowledge this requirement?</p>	Yes	No N/A
<p>11. <u>Short Term Rental</u>. JADUs 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>	Yes	No
<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 see attached utility checklist for ADUs.</p> <p>Does the applicant and property owner acknowledge this requirement?</p>	Yes	No

<p><u>Code Enforcement Violation</u>: Is the proposed JADU associated with an open code enforcement case? If yes, please provide the following information.</p> <p>CE Case #: _____ CE Inspector: _____</p>
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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

The ADU is a conversion of existing, permitted space with an addition no 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.

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

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.

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.