



# ACCESSORY DWELLING UNIT CHECKLIST – MULTI-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:** \_\_\_\_\_

Pursuant to Government Code Sections 65852.2 (State law), Accessory Dwelling Units (ADUs) are permitted to be constructed on properties with existing multi-family dwellings. ADUs are independent units with complete provisions for sleeping, cooking, and sanitation and may be located within existing non-living area or detached from the primary structures. *Junior Accessory Dwelling Units (JADUs) are not permitted on multi-family properties.*

ADUs are permitted to be constructed on properties with existing or proposed multi-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 architect or engineer)
3. Address Request Application
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.** These drawing requirements also apply to factory-built detached ADUs. Drawings for multi-family buildings must be prepared by a California licensed architect or engineer.

**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" or "NO" for each section. If you answer "YES" 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(s) 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 two or more multi-family dwelling units on the property? Properties with existing single-family residences with ADUs are <u>not</u> considered multi-family properties for the purposes of additional ADUs. 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 California licensed architect or engineer?	Yes      No	
3. <b>Quantity.</b> Proposed ADUs on two-family or multifamily properties shall not exceed the following: <ul style="list-style-type: none"> <li>• Repurposed (Internal Conversions) ADUs – No more than 25% of the existing # of dwelling units on the property with a minimum of one (1) unit. Fractional units round down. Repurposed ADUs shall consist of <i>non-living area</i> (e.g. storage room, garages, carports).</li> <li>• Detached ADUs – Two (2) Detached ADUs (may be attached to each other)</li> </ul> Existing # of Units on Property _____ New Repurposed ADUs _____ Detached _____  <b>Will the project site comply with the maximum allowed quantity stated above?</b>	Yes      No	

<p>4. <b>Setbacks.</b> No setbacks are required for ADU conversions within existing, permitted structures. New detached ADUs shall be required to maintain the following setbacks listed below:</p> <ul style="list-style-type: none"> <li>a. Street-Side and Interior Side Yard: 4-Feet</li> <li>b. Rear Yard: 4-Feet</li> <li>c. Front Yard: Conform to Underlying Zoning District</li> <li>d. Setback from Other Structures: 6-Feet</li> </ul> <p><b>Will the ADU(s) conform to all minimum required setbacks?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>5. <b>Maximum Unit Sizes and Floor Area. Is the proposed ADU equal to or less than the following?</b></p> <ul style="list-style-type: none"> <li>a. 850 square-feet for 1 bedrooms and studios;</li> <li>b. 1,000 square-feet for 2 or more bedrooms;</li> <li>c. If ADU exceeds thresholds above, ADUs shall not exceed 50% of the total floor area of the existing units or 1,200 square-feet whichever is less.</li> </ul>	<p>Yes      No</p>	
<p>6. <b>ADU Building Height.</b> Detached ADUs shall be limited to 16-feet in height. The maximum height of 16-feet 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 (allowing for a ridge over 16 feet). Per the Building Code, the Detached ADU height limit allows for a maximum of 2 floors No limit for conversions within existing, permitted structures.</p> <p><b>Will the proposed ADU be less than maximum height?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>7. <b>Maximum Lot Coverage.</b> The ADU shall not exceed the maximum lot coverage of the underlying zoning district of the project site; however, lot coverage shall not be imposed for attached or detached ADUs less than 800 square-feet.</p> <p><b>Will the proposed ADU comply with maximum lot coverage requirement?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>8. <b>Minimum Open Space:</b> ADUs greater than 800 square feet are required to provide the minimum open space requirements of the underlying zoning district of the project site.</p> <p><b>Will the proposed ADUs comply with minimum open space requirements?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>9. <b>Unit Connection and Entrances.</b></p> <p>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.</p> <p><b>Does the ADU meet the egress, access, and internal connection requirements?</b></p>	<p>Yes      No</p>	
<p>10. <b>Fire Rating Requirements for Repurposed ADUs.</b> 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 existing multi-family dwelling from the repurposed ADU. If the ADU is a conversion under habitable space of the existing multi-family dwelling, the 1-hour fire rating also applies to the floor/ceiling assembly between the units.</p> <p><b>Are sections and details included in the construction documents to show compliance with a full 1-hour fire rated separation between the Repurposed ADU and primary dwelling?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>11. <b>Fire Separation Requirements for Detached ADUs.</b> 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><b>Do the detached ADU plans show fire rating and fire separation distance requirements from property lines and other structures as indicated in the CRC or CBC?</b></p>	<p>Yes      No</p> <p>N/A</p>	

<p>12. <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"> <li>The existing units have fire sprinklers.</li> <li>There are any active improvements or additions that would require the existing units to have fire sprinklers.</li> </ul> <p><b>Will the proposed ADU(s) meet the fire sprinkler requirements?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>13. <u>HVAC and Plumbing Requirements</u></p> <p>a. Does the ADU have an independently controlled heat source?</p> <p>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?</p> <p>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> <p><b>Does the ADU meet the plumbing and mechanical requirements above?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>14. <u>Reach Code Requirements for Detached ADUs</u> The City of Hayward has a local green building regulation called the Reach Code. This ordinance prohibits the use of natural gas in newly constructed detached ADUs that are over 400 square feet. This means that water heaters and space conditioning shall utilize heat pumps and cooking appliances shall be all electric.</p> <p><b>Is the detached ADU that is over 400 square feet designed as an all-electric building?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>15. <u>Separate Sale</u>. ADUs shall not be sold or otherwise conveyed separate from the primary residence.</p> <p><b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p>	
<p>16. <u>Short Term Rental</u>. ADUs shall not be utilized as commercial short-term rentals (i.e. rentals less than 30 days).</p> <p><b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p>	
<p>17. <u>ADU Address</u>: All ADUs shall have their own independent address.</p> <p><b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p>	
<p>18. <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 <a href="https://www.hayward-ca.gov/your-government/documents/master-fee-schedule">https://www.hayward-ca.gov/your-government/documents/master-fee-schedule</a>. For more information on school district fees, please visit <a href="https://haywardusd-ca.schoolloop.com/DeveloperFees">https://haywardusd-ca.schoolloop.com/DeveloperFees</a></p> <p><b>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?</b></p>	<p>Yes      No</p>	
<p>19. <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.</p> <p><b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p>	
<p>20. <u>Code Enforcement Violation</u>: <b>Is the proposed ADU associated with an open code enforcement case?</b> If yes, please provide the following information.</p> <p>CE Case #: _____ CE Inspector: _____</p>	<p>Yes      No</p>	

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

Building Permit Number:_____	Planner:_____	Date:_____
Quantity of ADUs:_____	Planning Review (Check One):	Approved OTC    Routing Required
Applicable Park Dedication In-Lieu Fee (Check One):	No    Yes	If Yes, \$_____
Comments: _____		