



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 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. 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.

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 meet the following development standards?	Compliance (Circle One)		Review (City Use)
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 not exceed the allowed quantity?	Yes	No	
4. Setbacks. No setbacks are required for ADU conversions of existing, permitted structures. Detached and attached new 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: 6-Feet Will the ADU conform to all minimum required setbacks?	Yes	No	N/A

<p>5. Maximum Unit Sizes and Floor Area. Is the proposed ADU equal to or less than the following?</p> <p>a. 850 square-feet for 1 bedrooms and studios; b. 1,000 square-feet for 2 or more bedrooms; c. If ADU exceeds thresholds above, ADUs shall not exceed 50% of the total floor area of the primary dwelling or 1,200 square-feet whichever is less</p>	<p>Yes No</p>	
<p>6. ADU Building Height. 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. ADUs attached to primary structures shall not exceed the height allowed by the underlying zoning district. No limit for conversions within existing, permitted structures.</p> <p>Will the proposed ADU be less than maximum height?</p>	<p>Yes No</p> <p>N/A</p>	
<p>7. Maximum Lot Coverage. 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>Will the proposed ADU comply with maximum lot coverage requirement?</p>	<p>Yes No</p> <p>N/A</p>	
<p>8. Unit Connection and Entrances. 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>Does the ADU meet the egress, access, and internal connection requirements?</p>	<p>Yes No</p>	
<p>9. Fire Rating Requirements for Attached ADUs. 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>10. Fire Separation Requirements for Detached ADUs. 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>11. Fire Sprinklers. 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>N/A</p>	
<p>12. HVAC and Plumbing Requirements.</p> <p>a. Does the ADU have an independently controlled heat source? 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> <p>Does the ADU meet the plumbing and mechanical requirements above?</p>	<p>Yes No</p> <p>N/A</p>	

<p>13. <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>Is the detached ADU that is over 400 square feet designed as an all-electric building?</p>	<p>Yes No</p> <p>N/A</p>	
<p>14. <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>15. <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>16. <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>17. <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>18. <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 www.hayward-ca.gov/water-service or contact the City's Development Review Specialist Michelle Tran at (510) 583-4722 or michelle.tran@hayward-ca.gov.</p> <p>Does the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p>	
<p>19. <u>Code Enforcement Violation:</u> Is the proposed ADU associated with an open code enforcement case? 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: _____
Planning Review (Circle One): Approved OTC Routing Required
Applicable Park Dedication In-Lieu Fee (Circle One): No Yes If Yes, \$ _____
Comments: _____