



ACCESSORY DWELLING UNIT ORDINANCE SUMMARY

Effective January 1, 2020

Residential Development Standards

Building permits for ADUs will be ministerially approved within **60-days** of receiving a **complete** application. This summary is **not** the code in its entirety. The code in its entirety can be found under **PHMC 18.20.095**.

	JADU ¹	SINGLE-FAMILY ADU			MULTI-FAMILY ADU	
ADU Type	 Conversion JADU ¹ [interior conversion of some portion of a single-family dwelling]	 Conversion ADU ² [Interior conversion of proposed or existing habitable or non-habitable area within a SFD, or conversion of a legally built detached accessory structure]	 Detached ADUs [new construction]	 Attached ADU [addition/new construction]	 Conversion ADU [interior conversion of existing non-habitable area of multifamily building]	 Detached ADUs [new construction]
IS MY PROJECT ELIGIBLE FOR A "BUILDING-PERMIT ONLY" REVIEW PROCESS?						
Building Permit Only Review	Properties zoned residential or mixed-use, only one ADU or JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU: 1) Is either within the space of an existing or proposed SFD; or within the existing or replacement space of an accessory structure, plus up to 150 additional SF if expansion limited to ingress and egress. 2) The total floor area is 500 square feet or smaller. 3) Has exterior access that is independent of that for the SFD. 4) Has side and rear setbacks sufficient for fire and safety.		Properties zoned residential or mixed-use, one detached, new-construction ADU on a lot with a proposed or existing SFD (in addition to legally established JADU) if the ADU satisfies the following: 1) Side- and rear-yard setbacks are min. four-feet. 2) The total floor area is 800 square feet or smaller. 3) The peak height above grade is 16 feet or less.	N/A	Properties zoned residential or mixed-use, multiple ADUs within portions of existing MFD that are not used as livable space if each converted ADU complies with state building standards. At least one converted ADU is allowed within an existing MFD, and up to 25% of the existing MFD units may each have a converted ADU.	Properties zoned residential or mixed-use, no more than two detached ADUs on a lot that has an existing MFD if each detached ADU satisfies the following limitations: 1) The side- and rear-yard setbacks are at least four-feet. 2) The total floor area is 800 square feet or smaller. 3) The peak height above grade is 16 feet or less.
MY PROJECT IS NOT ELIGIBLE FOR A "BUILDING-PERMIT ONLY" REVIEW PROCESS						
ADU Permit Review	If your project is not eligible for a Building permit only review, than your project will need an <u>ADU Permit</u> . Your ADU will be reviewed for conformance with standards under PHMC18.20.095.F. A sample of standards are provided in A thru I below. A full list can be found in the City Municipal Code:					
A) Number of Accessory Units		1			At least one and no more than 25% of the existing unit count in multifamily building. ³	2
B) Maximum Size		Up to 1,200 square feet, except that an attached ADU is further limited to 50 percent of the floor area of the existing primary dwelling.				
C) Zoning		Single-family dwelling residential or multi-family dwelling residential				
D) Height (Feet)		N/A	16 feet		N/A	16 feet
E) Front Setback	N/A	R-20 - 25 feet; all other SFR Zone Districts - 20 feet			MFH - 20 feet; all other MFR Zone Districts - 15 feet	
F) Corner Yard Setback		15 feet				
G) Side and Rear Setbacks		4 feet				
H) FAR		40%			N/A	
I) Lot Coverage		R-20 & R-15 - 25%; R-10 - 30%; All other SFR Zone Districts - 35%			All MFR Zone Districts - 40%	
ALL ADUs AND JADUs MUST CONFORM TO THE ADDITIONAL PROVISIONS BELOW						
Exterior Entrance(s)	Optional for ADU Permit review	Exterior entrance required.			Independent entrance required. ⁴	Exterior entrance required.
Kitchen	Efficiency kitchen required. ⁵	Full kitchen required.				
Parking Requirements	None	None	One off-street parking space per ADU (may be tandem) <u>or</u> qualify for a parking exception under PHMC18.20.095.F.b ⁶			
Deed Restrictions	The owner of the property must record a deed restriction to include the requirements listed under PHMC 18.20.095.E.7	The owner of the property must record a deed restriction with Contra Costa County that restricts the sale of the ADU from the existing dwelling unit(s) and prohibits Short Term Rentals.				
Owner Occupancy	Required for either single-family dwelling or JADU	Not required for ADUs permitted BEFORE January 1, 2025				
Short Term Rentals		Prohibited				
Impact Fees	None	ADUs Less than 750 SF - None ADUs Equal to or Greater than 750 SF - Impact fees collected must be proportional to square footage of existing dwelling unit(s).				

¹A Junior ADU (JADU) is a small dwelling unit created from some portion of a single family dwelling. These units are no more than 500 square feet in size, are contained entirely within an existing or proposed single-family structure, may or may not include separate facilities, and include an efficiency kitchen.

²Conversions do not allow modifications to building footprint/dimensions of legally built accessory structures or buildings, except where sufficient egress and ingress may be accommodated. In such instances, an accessory structure or building may expand up to 150 square feet.

³When calculating, round down to the nearest integer.

⁴Exterior entrance not required, but independent entrances (e.g. off hallway, stairwell or other common space) is required.

⁵An "efficiency kitchen" means a kitchen that includes each of the following: 1) a cooking facility with appliances, 2) a food preparation counter or counters that total at least 15 square feet in area, and 3) food storage cabinets that total at least 30 square feet of shelf space.

⁶Parking Exceptions include the following: i) ADU located within one-half mile walking distance of public transit; ii) ADU located within an historic district; iii) ADU is part of proposed or existing primary residence or existing accessory structure; iv) on-street parking permits are required but not offered to occupant of ADU; v) established car share vehicle stop located within one block of ADU.

SFD = Single Family Dwelling

SFR = Single Family Residential

MFR = Multi Family Residential

N/A = not applicable

SF = square feet