



CITY OF  
**OAKLAND**

PLANNING & BUILDING DEPARTMENT

# Guide to Applying for Accessory Dwelling Unit (ADU) On Lot with Single Family Home


## Guide to Applying for Accessory Dwelling Units (ADUs) on Lot with Single-Family Primary Home

### Overview

The City of Oakland is taking another step to make it easier for property owners and contractors to apply for ADUs on parcels with Single-Family homes using our Online Permit Center. To apply for a permit, you must register for an account. For more information on registration, [watch our instructional video](#).

### Get Started

Visit our [ADU guidance webpage](#) for information on project requirements by category, what's permitted in your Zone, and what you'll need to prepare for your application. Once you are ready, click on the **"Apply for Your ADU"** button under Step 2 to begin the online application process.

 CITY OF  
OAKLAND

#### 2 Zoning & Planning Permits

##### Substep 1: Submit Application Online

- Once you have completed your application and reviewed the Zoning Requirements and Criteria Checklist and finalized your design and plans, you are ready to apply for your Zoning & Planning Permits.
- [Apply for Your ADU](#) through our Online Permit Center\*  
*\* NOTE: You will need a registered account before applying (see "Create an Online Permit Center Account" info box above for details)*

##### Substep 2: Await Planning Approval

- Please wait while our team reviews your application and materials.
- A team member will contact you if any information or paperwork is missing or unclear.
- Once you receive written approval from our team, you are ready to move on to the next major step, your Building Permits.

[Apply for Your ADU](#) ↗

From the login screen:

1. Enter your email address or user name.
2. Enter your password.
3. Click the "Sign In" button.

If you forget your password, click Forgot Password at the bottom of the screen and follow the prompts.

Global Search...

**Home** Building Planning Enforcement Fire Special Activity

Advanced Search ▾

### Please Login

Welcome to the City of Oakland Online Permit Portal. By registering an account, you will be able to apply for many Planning, Building and Public Works Permits, pay the fees, check on the application status, upload documents, print your own permits, and do more. You can also view the Fire Inspection Report.

Many online services offered by the City of Oakland require login for security reasons. If you are an existing user, please log in by entering your user name and password on the right.

If you can not log in or your account is no longer active, most likely your contract license or business license expired. please email to [onlinebuildingpermits@oaklandca.gov](mailto:onlinebuildingpermits@oaklandca.gov). Staff will be able to help you reactivate your account.

### New Users

If you are a new user you may register for a free online account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of your applications, access to invoices and receipts, checking on the status of pending activities, print your own permit and more.

**Register Now »**

### Sign In

USER NAME OR E-MAIL:\*  
Applicant@gmail.com

PASSWORD:\*  
\*\*\*\*\*

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

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Not Registered?

[CREATE AN ACCOUNT](#)

From the menu screen, click on the green “Continue to Planning Approval” button under the ADU header:

**CITY OF OAKLAND** *ONLINE PERMIT CENTER* MS EDGE works best for this site

HOME SEARCH SERVICES APPLY ACCOUNT | LOGOUT

**Thanks for registering you have access to all Online Permit Center services.**

<b>Help me determine what Permit or Application is Needed</b> <a href="#">Continue to Wizard</a>	<b>Building and PublicWorks</b> <a href="#">Continue to Building and PublicWorks</a>
<b>Planning</b> <a href="#">Continue to Planning</a>	<b>Special Activity (Cannabis, Special Event, Film...)</b> <a href="#">Continue to Special Activity</a>
<b>Accessory Dwelling Unit for One Family Facility</b> <a href="#">Continue to Planning Approval</a>	<b>All Available Permits</b> <a href="#">List Page</a>

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PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA OAKLAND, CA 94612 STAFF DIRECTORY

HOME ACCESSIBILITY CUSTOMER SATISFACTION SURVEY

Complete each of the following steps to ensure that city staff can begin reviewing your completed application.

### ADU - Project Location

1. Select or search for the property/location of your project by navigating the map or entering the project address in search box.

#### ADU - Project Location

Search or select your project location on the map below.



2. Based on location of the project, the following attributes will be pre-populated:
  - a) Residential Zone
  - b) Property Located in S-9 Zoning Area (Fire Safety Protection Combining Zone)
  - c) Property Located in Creek Protection Layer

A property which falls within an S-9 Zone or Creek Protection Zone must meet additional requirements.

The following options will be pre-selected based on the project location, but the data will be checked by a City Planner at time of application.

Selected Parcel:

Residential Zone

Property Located in S-9 Zoning Area

Property Located in Creek Protection Layer

I acknowledge the city's finding on the property.

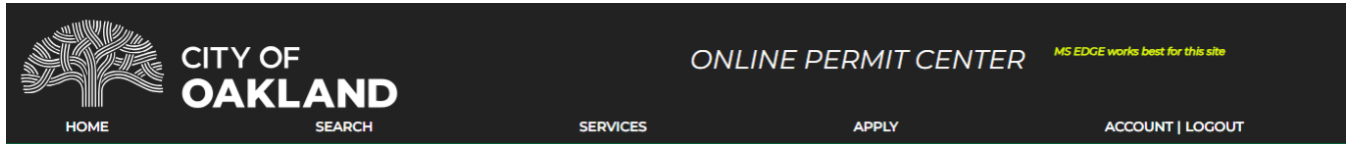
**Once your project location is correct click the button below to proceed**

Continue

Acknowledge the City's findings for your property by clicking the checkbox, as applicable. Click Continue. Zoning details for your property can be verified using City of Oakland's Planning & [Zoning Map Services](#).

## ADU Project Information

1. Select the ADU category(ies) for which you are applying. Mark the appropriate checkbox(es) next to an existing category(ies) of ADUs on your property. Then click the Continue button.



### ADU Project Information

Definitions of ADU Types:

**JUNIOR ADU (JADU):** CONVERSION OF SPACE CONTAINED ENTIRELY WITHIN THE BUILDING ENVELOPE OF AN EXISTING OR PROPOSED ONE-FAMILY RESIDENTIAL FACILITY, RESULTING IN A LIVING UNIT OF NOT MORE THAN 500 SQ. FT., REQUIRING OWNER OCCUPANCY IN THE JADU OR THE PRIMARY DWELLING UNIT. THE OWNER OF THE JADU IS REQUIRED TO RECORD A DEED RESTRICTION SETTING FORTH THE OWNER OCCUPANCY REQUIREMENT.

**CATEGORY 1 ADU:** CONVERSION OF SPACE WITHIN AN EXISTING ONE-FAMILY RESIDENTIAL FACILITY OR AN ASSOCIATED EXISTING ACCESSORY STRUCTURE OR AN EXISTING ACCESSORY STRUCTURE THAT IS REBUILT; INCLUDES NO EXPANSION OF THE EXISTING BUILDING ENVELOPE OTHER THAN UP TO 150 SQ. FT. FOR PURPOSES OF ACCOMMODATING ADU INGRESS AND EGRESS ONLY

**CATEGORY 2 ADU:** CONSTRUCTION OF A NEW DETACHED OR ATTACHED STRUCTURE, INCLUDING AN EXTERIOR ADDITION TO AN EXISTING PRIMARY RESIDENTIAL FACILITY TO ACCOMMODATE THE ADU, IN CONJUNCTION WITH AN EXISTING OR PROPOSED ONE-FAMILY RESIDENTIAL FACILITY.

Note: A homeowner may create one (1) Category 1 ADU, one (1) Category 2 ADU, and one (1) JADU on a single lot. The total number of existing and proposed Category 1 and Category 2 ADUs must not exceed (1) each per lot. If a lot contains three ADUs, one must be a JADU.

Please check all that apply, then continue to proceed on.

- Existing Category 1 ADU on Property
- Existing Category 2 ADU on Property
- Existing Junior ADU on Property
- Adding a Junior ADU
- Adding a Category 1 ADU
- Adding a Category 2 ADU

Continue

Please Note: A homeowner may create one (1) Category 1 ADU, one (1) Category 2 ADU, and one (1) JADU on a single lot. The total number of existing and proposed Category 1 and Category 2 ADUs must not exceed (1) each per lot. If a lot contains three ADUs, one must be a JADU.

## ADU Zoning Criteria Information

Please review the Zoning Criteria Checklist for all Accessory Dwelling Units (ADUs), plus specific Category ADUs:

### All ADUs Information

1. **ZONING DISTRICT:** The ADU/JADU must be in a zoning district where Residential Facilities are allowed.
2. **INDEPENDENT ENTRANCE:** The ADU/JADU must have an entrance that is independent from the primary Residential Facility.
3. **MINIMUM SQUARE FEET:** The floor area of the Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) should contain at least the minimum square footage required for an Efficiency Dwelling Unit.

4. **INDEPENDENT KITCHEN:** The ADU/JADU must have a kitchen that is independent from the primary Residential Facility. This kitchen shall include all the following: a sink, cooking facility with appliances, refrigerator, a food preparation counter, and storage cabinets that are of a reasonable size in relation to the size of the dwelling unit. The kitchen must be within the building envelope of the proposed ADU/JADU.
5. **ADU LIMITS PER LOT:** The total number of existing and proposed JADU, Category 1 and Category 2 ADUs should not exceed one (1) each per lot. A homeowner may create one (1) Category One ADU, one (1) Category Two ADU, and one (1) JADU, in any order, totaling up to three (3) units.
6. **LOT AREA COVERAGE:** Lot Coverage, Rear Setback Coverage, and Floor Area Ratio (FAR) must be consistent with regulations of the underlying zone, except where these requirements would preclude one ADU of no more than 850 sq. ft. and up to 18 feet in height.
7. **SETBACK REQUIREMENTS:** The regularly required front setback of the underlying zone is met, except when lot conditions preclude creating of one ADU of no more than 850 sq. ft. and up to 18 feet in height anywhere else on the lot.
8. **UPPER BALCONIES/DECKS:** Any upper story balconies, decks, or rooftop terraces associated with the ADU meet the regular requirements of the underlying zone.
9. **MECHANICAL EQUIPMENT SETBACKS:** Mechanical equipment, including but not limited to water heaters, heating/cooling condensers, or similar equipment, is not proposed within the minimum required side setbacks. If any equipment is proposed within the required setbacks, it must comply with OMC Section 17.108.130 (I) and meet the noise performance standards outlined in OMC Section 17.120.050.
10. **SHORT-TERM RENTALS:** The ADU/JADU shall not be used as a short-term rental facility. Rentals must be for periods longer than 30 consecutive days.
11. **FIRE SAFETY ZONE:** If your lot is within the S-9 Fire Safety Protection Combining Zone, you may be required to provide additional information subject to Fire Safety Zone regulations. Please follow the link below to verify if your lot is inside or outside the S-9 Zone: [Planning & Zoning Map](#).

### Category 1 ADU Information

1. **ADU LOCATION:** The Category 1 ADU should be located either:
  - (a) within the existing building envelope of a primary Residential Facility or existing accessory structure.
  - (b) within a new accessory structure rebuilt in the same location and to the same exterior dimension as an existing detached accessory structure.
2. **SETBACK ENCROACHMENT:** The Category 1 ADU must not exceed the size of the existing building envelope, with an allowance of up to 150 square feet for expansion to accommodate ingress and egress. If the existing structure is expanded beyond 150 square feet, the maximum total size, including the expansion, should be 850 square feet for a studio or one-bedroom unit, and 1,000 square feet for a unit with two or more bedrooms. All expansions must comply with setback requirements.
3. **SETBACK - FIRE & SAFETY:** The Category 1 ADU must have exterior access, side and rear setbacks for fire and safety.
4. **EXPANSION:** If the Category 1 ADU proposes an expansion of up to 150 square feet exclusively for accommodating ingress and egress, such expansion must:
  - (a) not encroach on front setbacks established by the underlying zone, and
  - (b) maintain a minimum distance of 4 feet from side and rear setbacks.
5. **ADDITIONAL PARKING:** No additional parking is required if the Category 1 ADU is located within the mapped "No Parking for ADUs":

- (a) one-half (½) mile of a public Transit Stop;
  - (b) an Area of Primary Importance (API) or Area of Secondary Importance (ASI), as defined in the General Plan's Historic Preservation Element;
  - (c) an area where on-street parking permits are required but not offered to the ADU occupant; or
  - (d) one block of a dedicated car share parking space.
6. **BATHROOM:** The Category 1 ADU must have its own private bathroom.
  7. **FIRE SAFETY ZONE:** If the Category 1 ADU is outside of the existing envelope of a primary Residential Facility it is not located within the S-9 Fire Safety Protection Combining Zone. Please follow the link below for a map to verify whether your lot is located outside the S-9 Zone. If your lot is within the S-9 Zone, please complete Section 3 above first. (Please check N/A only if the Category 1 ADU is within the existing building envelope of a primary Residential Facility.) Check your Fire Safety Zone here:  
<https://oakgis.maps.arcgis.com/apps/webappviewer/index.html?id=adfa58efbcc849f89819f7b4bec96534>

### Category 2 ADU Information

1. **EXTERIOR ADDITION LIMITS:** For an attached (exterior addition) Category 2 ADU, the floor area must not exceed:
  - a) 850 sq. ft. for a studio or one bedroom, and 1,000 sq. ft. for a two-bedroom or more; or
  - b) 50% of the floor area of the primary Residential Facility, as long as it does not exceed 1,200 sq. ft.
2. **DETACHED AREA LIMITS:** For a detached Category 2 ADU, the floor area should not exceed 850 sq. ft. for a studio or one bedroom, and 1,000 sq. ft. for two bedroom or more. The total floor area includes all areas within the ADU.
3. **EXTERIOR ADDITION LIMITS:** Any portion of the attached (exterior addition) or detached Category 2 ADU must have a setback of at least 4 feet from the rear and side lot lines, or meet the regularly required setback of the zoning district, whichever is less. However, in no case shall the ADU have a setback of less than 3 feet from the rear and side lot lines.
4. **HEIGHT LIMITS:** The height of the Category 2 ADU should not exceed 20 feet. (If the ADU meets all regular setback requirements of the underlying zoning district, then the maximum height is controlled by the underlying zoning district regulations and may exceed 20 feet.)
5. **AREA/LOT COVERAGE:** Existing Floor Area Ratio (FAR), lot coverage, and rear setback coverage requirements of the underlying zone must be satisfied, except where these requirements would preclude the construction of one (1) Category 2 ADU of no more than 850 square feet and 18 feet in height, with at least 4-foot rear and side setbacks (or 3 feet if permitted by the underlying zone).
6. **BATHROOM:** The Category 2 ADU must have its own private bathroom.
7. **ADDITIONAL PARKING REQUIREMENTS:** No additional parking is required for the Category 2 ADU if it is located within the mapped 'No Parking for ADUs' Zone, which includes:
  - (a) one-half (½) mile of a public Transit Stop;
  - (b) an Area of Primary Importance (API) or Area of Secondary Importance (ASI), as defined in the General Plan's Historic Preservation Element;
  - (c) an area where on-street parking permits are required but not offered to the ADU occupant; or
  - (d) one block of a dedicated car share parking space.

If the requirements in the above checklist are not met, one parking space per unit must be provided for the ADU in all zones. Tandem parking is permitted according to the regulations in Section 17.116.240.

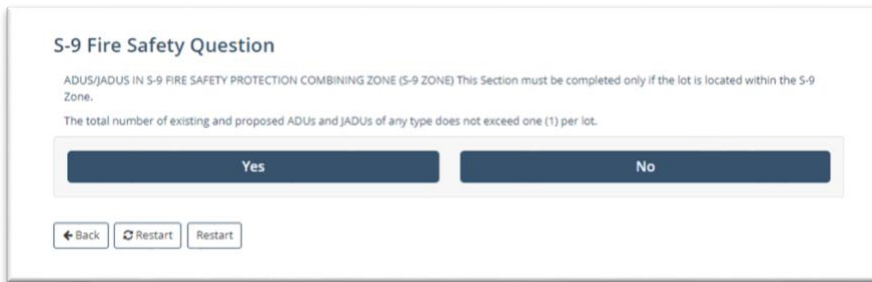
### 1. Application Questionnaire

Accessory Dwelling Units (ADUs) may only be granted if you can answer “YES” or “N/A” (as provided) to EACH of the following questions related to the Zoning criteria for your project.

- a) **All ADU Questionnaire:** Enter the inputs for Questions related to Zoning Criteria for All ADUs
- b) **S-9 Fire Safety Questionnaire:**  
ADUS/JADUS IN S-9 FIRE SAFETY PROTECTION COMBINING ZONE (S-9 ZONE) must be complete/answers the questions associated to Zoning for the S-9 Zone. To verify if a lot is within the S-9 Zone please [see the map](#).

ADUS/JADUS IN S-9 FIRE SAFETY PROTECTION COMBINING ZONE (S-9 ZONE) This Section must be completed only if the lot is located within the S-9 Zone.

- 1.) Total number of existing and proposed ADUs + JADUs of any type does not exceed one (1) per lot.



**S-9 Fire Safety Question**  
ADUS/JADUS IN S-9 FIRE SAFETY PROTECTION COMBINING ZONE (S-9 ZONE) This Section must be completed only if the lot is located within the S-9 Zone.  
The total number of existing and proposed ADUs and JADUs of any type does not exceed one (1) per lot.

Yes No

Back Restart Restart

- 2.) Category 1 or Category 2 ADU is a conversion of space within the existing primary residence.

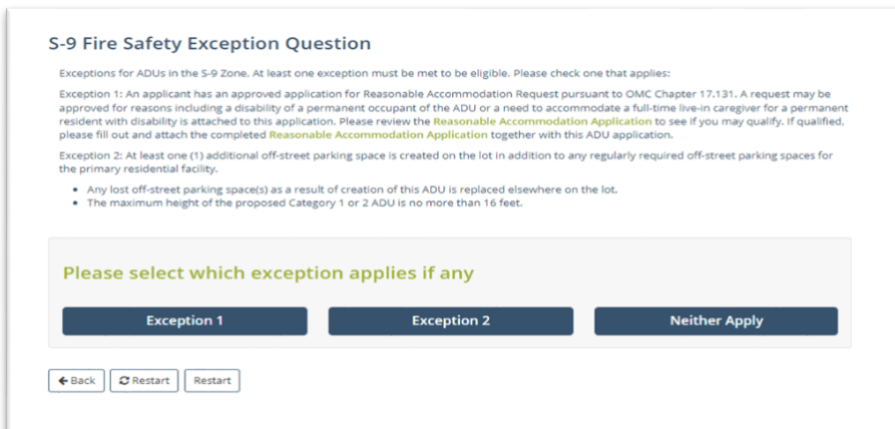


**S-9 Fire Safety Question**  
The Category 1 or Category 2 ADU is a conversion of space within the existing primary Residential Facility.

Yes No

Back Restart Restart

If you answer No, at least one exception must be met to be eligible for ADUs in the S-9 Zone. Please check one that applies:



**S-9 Fire Safety Exception Question**  
Exceptions for ADUs in the S-9 Zone. At least one exception must be met to be eligible. Please check one that applies:  
Exception 1: An applicant has an approved application for Reasonable Accommodation Request pursuant to OMC Chapter 17.131. A request may be approved for reasons including a disability of a permanent occupant of the ADU or a need to accommodate a full-time live-in caregiver for a permanent resident with disability is attached to this application. Please review the Reasonable Accommodation Application to see if you may qualify. If qualified, please fill out and attach the completed Reasonable Accommodation Application together with this ADU application.  
Exception 2: At least one (1) additional off-street parking space is created on the lot in addition to any regularly required off-street parking spaces for the primary residential facility.  
• Any lost off-street parking space(s) as a result of creation of this ADU is replaced elsewhere on the lot.  
• The maximum height of the proposed Category 1 or 2 ADU is no more than 16 feet.

Please select which exception applies if any

Exception 1 Exception 2 Neither Apply

Back Restart Restart

- c) **Category Specific Questionnaire:** Answer all questions based on your selected ADU Category(ies).



- 2. **Questionnaire for Creek Protection:** If your property falls under Creek Protection Zoning, your development will be regulated by the Creek Protection Ordinance depending upon the location and type of proposed work.

### CREEK PROTECTION ORDINANCE

Pursuant to the Creek Protection, Storm Water Management and Discharge Control Ordinance (§13.16 O.M.C.) a Creek Protection Permit is required for any proposed construction activity occurring on a Creekside property. The extent to which your development will be regulated by the Creek Protection Ordinance depends upon the location and type of proposed work.

**I, THE APPLICANT/OWNER, ATTEST THAT:**

No Creek exists on or near the project site

A Creek DOES exist on or near the project site

[← Back](#) [↻ Restart](#) [Restart](#)

### CREEK PROTECTION ORDINANCE

A Creek DOES exist on or near the project site and select one of following options that applies to your project:

- (a) The proposed project only entails interior construction.
- (b) The proposed project entails exterior work that does not include earthwork and is located more than 100 feet from the centerline of the Creek.
- (c) The proposed project entails:
  - (a) exterior work that is located between 20 feet from the top of the Creek bank and 100 feet from the centerline of the Creek.
  - (b) exterior work that includes earthwork involving more than three (3) cubic yards of material located beyond 20 feet from the top of the Creek bank.
- (d) The project entails exterior work conducted from the centerline of the Creek to within 20 feet from the top of the Creek bank.

(A) (B) (C) (D)

**3. ADUs Tree Preservation Ordinance:**

Pursuant to the Tree Preservation Ordinance (§12.36 O.M.C.) a Tree Preservation/Removal Permit is required for any proposed construction activity within 10 feet of a Protected Tree, even if such trees are not being removed or if they’re located on a neighbor’s property or in the public right-of-way (e.g., sidewalk).

Acknowledge and attest by selecting the appropriate answer that is compliant with your property:

**ADUs Tree Preservation Ordinance**

The following are "Protected Trees" under the Tree Preservation Ordinance:

- Any Coast Live Oak tree that is larger than 4 inches in diameter at breast height (dbh)
- Any tree (except Eucalyptus or Monterey Pine) that is larger than 9 inches dbh\*
- Any tree of any size located in the public right-of-way (including street trees)

\*dbh: "diameter at breast height" is determined by measuring the trunk at 4'-6" from the ground. Multi-trunked trees are measured by combining the diameters of all trunks at 4'-6" from the ground.

I, THE APPLICANT/OWNER, ATTEST THAT:

**I, THE APPLICANT/OWNER, ATTEST THAT:**

There are no existing Protected Trees anywhere on the subject property or within 10 feet of the proposed construction activities

No Protected Trees are to be removed and No construction activity will occur within 10 feet of any Protected Tree

No Protected Trees are to be removed and Construction activity will occur within 10 feet of any Protected Tree

Protected Trees will be removed

**4. Green Building Requirements:**

Pursuant to the California Green (CALGreen) Building Standards Code, all new residential construction requires completion of a [CALGreen Checklist](#). Further, Title 24, Part 11, Section 301.1.1 states that the “mandatory provisions of Chapter 4 shall be applied to additions or alterations of existing residential buildings where the addition or alteration increases the building’s conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration.” As such, any Accessory Dwelling Unit (ADU) that meets these conditions is also subject to Chapter 4 CALGreen requirements, which are outlined here: [2022 CALIFORNIA GREEN BUILDING STANDARDS CODE, TITLE 24, PART 11 \(CALGREEN\) | ICC DIGITAL CODES \(iccsafe.org\)](#)

I, THE APPLICANT/OWNER, ATTEST THAT:

(1) I am submitting a completed CALGreen Checklist with my application.

(2) If constructing an Accessory Dwelling Unit (ADU) that meets the conditions as quoted above in code Section 301.1.1, I acknowledge that I also MUST comply with all Chapter 4 CALGreen mandatory measures and obtain verification by a qualified third-party inspector. I am submitting any additional green building plans with this application.

Both (1) and (2) Apply

5. **Review Section:** Before you continue, you can review the questionnaire responses you entered by clicking the “Review Information” button. Once you are ready, click the “**Apply Now**” button.

### Can Apply for ADU using City of Oakland's Online Permit center

Based on your selections, we can initiate Step #1 of the ADU application process online using a City of Oakland's Online Permit center. By clicking **apply now** below the information collected in this wizard will be transferred to the Online Permit Center and allows you to complete and finalize the remaining components.

*When selecting Apply Now, you will not be able to make any further changes to your responses.*

<a href="#">Apply Now</a>	<a href="#">Review Information</a>
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6. Click on the “**Complete on Online Permit Center**” button.

### Wizard Completed

Please use the link below to continue your application on the Oakland Online Permit Center.

Use the below link to complete the Application

Application ID: 24TMP-001058

Applicaion Type: DR Exemption

<a href="#">Complete on Online Permit Center</a>
--

At this stage, your answers from the previous session are transferred to Online Permit Center automatically.

**Step 1:** Confirm or edit the Address and Parcel - Owner information for your project.

DR Exemption

1 Wizard Info	2 Project Details	3 Attachments	4 Review	5 Pay Fees	6
---------------	-------------------	---------------	----------	------------	---

Show Map

\*Indicates a required field.


Address

After Entering Info, Click "Search" to populate Parcel and Owner sections.

\*Street No.:  \*Street Name:  Street Type:  Unit No.:

City:  State:  Zip:

Search Clear

 A notice was added to this work location on 10/18/2019.  
Condition: Test Severity: Notice  
Total Conditions: 1 (Notice: 1, Met: 1)  
[View additional details](#)

Parcel

After Entering Info, Click "Search" to populate Parcel and Owner sections.

\*Parcel Number:

Search Clear

Owner

After Entering Info, Click "Search" to populate Parcel and Owner sections.

Owner Name:

Address:

City:  State:  Zip:

Search Clear

**Step 2:** Complete your Project Details.

a) Detailed Description: briefly describe the details related to project (e.g., Conversion of garage to ADU):

**DR Exemption**

1 Wizard Info	2 Project Details	3 Attachments	4 Review	5 Pay Fees	6
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\* Indicates a required field.

**Detail Information**

\*Detailed Description:

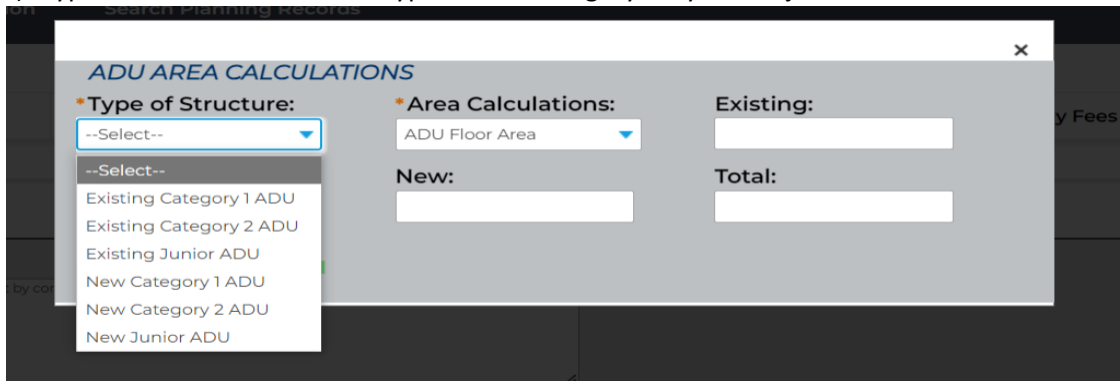
JADU With Single Family Dwelling unit by converting Garage

b) ADU AREA CALCULATIONS: Enter the details related to ADU dimensions:

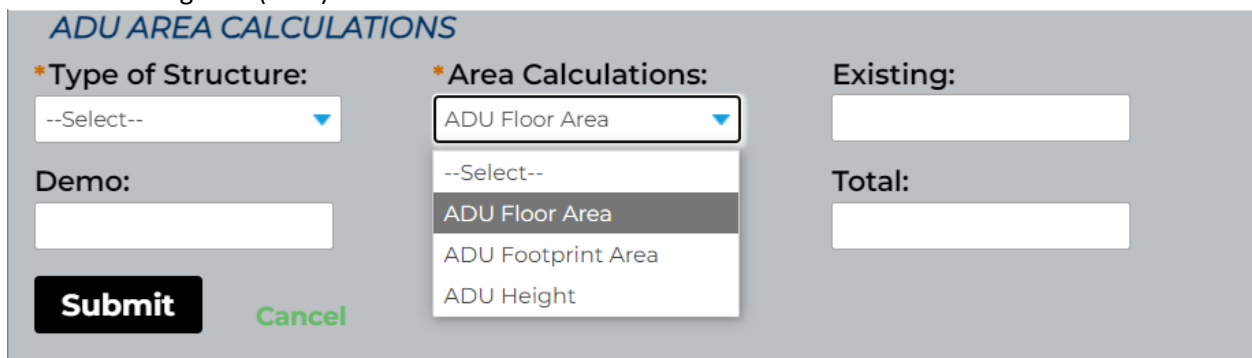
- ADU Floor Area
- ADU Footprint Area
- ADU Height

*Note: If you already have an ADU on your property, enter the dimensions for the existing ADU as well.*

1.) Type of Structure: select the type of ADU category for your Project:



2.) Area Calculations: Choose the dimension type under Area Calculations for your Accessory Dwelling Unit (ADU) one at a time.



Enter the details for Existing Area, Demolition Area, New Area

c) Primary Dwelling Unit Details: Enter the information related to Primary Dwelling Unit:

- Total Lot Area
- Total Floor Area
- Building Footprint Area
- Parking Spaces
- Building Height

**Primary Dwelling Unit Details**

**SUPPLEMENTAL INFORMATION**  
This information is partially populated from your wizard session. Please select the checkbox and click edit to fully complete the table.

Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-6 of 6

<input type="checkbox"/>	Area Calculations	Existing	Demo	New	Total	Percent Change	
<input type="checkbox"/>	Total Lot Area					0	Actions ▾
<input type="checkbox"/>	Dwelling Units	1	0	1	2	100	Actions ▾
<input type="checkbox"/>	Total Floor Area		0				Actions ▾
<input type="checkbox"/>	Total Building Footprint		0				Actions ▾
<input type="checkbox"/>	Parking Spaces						Actions ▾
<input type="checkbox"/>	Building Height						Actions ▾

**Edit Selected**

[Save and resume later](#) [Continue Application »](#)

**Step 3: Attachments:** Upload all the required documents for the project using the “Add” button.

Please ensure that all supporting documents for this project, including structural calculations, energy forms, soil reports, Conditions of Approval, and similar materials, are uploaded here. Please note that PDF files may not exceed 300MB. Photographs of documents will not be accepted. Be advised that incomplete submissions or missing documents may cause delays in processing your application.

1 Wizard Info    2 Project Details    **3 Attachments**    4 Review    5 Pay Fees    6

**Step 3: Attachments > Attachments**

Please upload below listed Required documents in a single, flattened/compressed PDF not exceeding 300MB

- Color Photographs of property and Adjacent properties.
- Site Plan (existing and proposed)
- Floor Plan (existing and proposed)
- Elevations (required only for new construction, additions, or exterior alterations to the residential structure.)
- Lot Line / Boundary Surveys
- Cross Sections (required only for buildings or additions located on a lot with a slope of 20% or more)
- Tree Survey (required only for projects which involve a Tree Preservation/Removal Permit)
- Grading Plan (required only if the project proposes any site grading)
- CalGreen Checklist
- For JADU: Property Tax Evidence of Owner Occupancy or Evidence of Deed Restriction

\*Please note:  
Missing documents will delay your permit processing. City staff may require additional information or architectural plans during the review of your application.\*

\* indicates a required field.

**Attachment**

The maximum file size allowed is **300 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mvp;mst;php;pif;scr;scrt;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Document Type	Size	Latest Update	Action
No records found.				

**Add**

Enter the description of each uploaded document (e.g., ADU Structural Plans) and click “Save”:

**Attachment**

The maximum file size allowed is **300 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Document Type	Size	Latest Update	Action
No records found.				

File:  
EEE Inspection Form.pdf  
100%

**Description:**  
ADU Structural Plans

**Save** **Add** **Remove All**

**Save and resume later** [Continue Application »](#)

**Step 4:** Review your application. When ready, click the “Continue Application” link.

**Step 5:** Your ADU application has been submitted! You can view the details by clicking “View Record Details”:

Home Building **Planning** Enforcement Fire Special Activity

File a Planning Application Search Planning Records

**DR Exemption**

1 Wizard Info	2 Project Details	3 Attachments	4 Review	5 Application Submittal
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Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is DRX240070.**

A notice was added to this record on 10/18/2019.  
Condition: Test Severity: Notice  
Total Conditions: 1 (Notice: 1, Met: 1)

[View additional details](#)

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

You will need this number to check on the status of your application, please retain it for your records.

**View Record Details »** (You must post the record in the work area.)

You will receive a confirmation email regarding your submission of your ADU Application for Single Family Residential Facility from the City of Oakland.

- To check the status of your application, please visit [City of Oakland’s Online Permit Center](#).
- For Planning and Building questions, please use our [Permit Questions Portal](#).
- For information on Permit Processing Turnaround Times, [click here](#).