



## APPLICATION FOR ACCESSORY DWELLING UNITS (ADUs) IN CONJUNCTION WITH ONE-FAMILY RESIDENTIAL FACILITY

### GENERAL INFORMATION

APPLICANT'S NAME/COMPANY: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROPOSAL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SELECT TYPE(S) OF PROPOSED ACCESSORY DWELLING UNIT(S) (ADUs):**

*For further details regarding the definitions and regulations for the different types of ADUs, please refer to the Step 1 Zoning Criteria Checklist starting on page 7 of this application.*

- 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 LEGALLY 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.

### APPLICATION PROCESS

The application is broken down into a two-step process:

**Step 1** involves meeting requirements of Planning and Zoning as provided by Step 1 on Page 2 below. Once Planning/Zoning has reviewed the application and has determined it meets the Step 1 Planning/Zoning requirements, then the applicant can proceed to Step 2.

**Step 2** involves filling out the application and submitting all Building Plan requirements, as indicated by Step 2 on Page 2 below.

**HOW TO APPLY:**

- COMPLETE ALL REQUIRED INFORMATION, THE ADU CHECKLIST, REQUIRED DOCUMENTS, AND PLANS AS OUTLINED IN STEP 1 ON PAGE 2.
- SUBMIT A ZONING WORKSHEET AND UPLOAD YOUR COMPLETED ADU APPLICATION THROUGH THE [ONLINE PERMIT CENTER](#)

## GENERAL SUBMITTAL REQUIREMENTS CHECKLIST

Below is a brief overview of all the plan requirements for both Step 1 and Step 2, but as stated above, Step 2 plans are only needed after Step 1 is finished. **Please submit all applications and plans electronically to:**  
[Online Permit Center](#)

### ZONING PLAN REQUIREMENTS, STEP 1

- REQUIRED FOR ALL ADUS AND/OR JADUS
  - COLOR PHOTOGRAPHS OF PROPERTY & ADJACENT PROPERTIES
  - PLANS  
SEE PAGES 4-5 FOR MORE DETAILED PLAN, SURVEY, AND RELATED REQUIREMENTS
    - LINE AND/OR TOPOGRAPHICAL SURVEY  
REQUIRED ONLY FOR BUILDINGS/ADDITIONS HAVING FOOTPRINT WITHIN 3 FEET OF A PROPERTY LINE OR ON SLOPES 20% OR MORE
    - SITE PLAN (EXISTING AND PROPOSED)
    - FLOOR PLANS (EXISTING AND PROPOSED)
    - ELEVATIONS  
REQUIRED ONLY FOR NEW CONSTRUCTION PROJECTS, ADDITIONS, OR EXTERIOR ALTERATIONS
  - CALGREEN CHECKLIST (SEE PAGE 14)
  - CREEK PROTECTION PERMIT  
REQUIRED ONLY IF ANY PROPOSED CONSTRUCTION ACTIVITY IS OCCURRING ON A CREEKSIDE PROPERTY (SEE PAGE 14)
  - CHECKLIST FOR ACCESSORY DWELLING UNITS  
SEE PAGES 7-12 FOR PROJECT REQUIREMENTS (ALL CATEGORIES)
- REQUIRED ONLY FOR NEW CONSTRUCTION PROJECTS (DETACHED, ATTACHED OR EXTERIOR ALTERATIONS):
  - CROSS-SECTIONS  
REQUIRED ONLY FOR BUILDINGS OR ADDITIONS LOCATED ON A LOT WITH A SLOPE OF 20% OR MORE
  - GRADING PLAN  
REQUIRED ONLY IF THE PROJECT PROPOSES ANY SITE GRADING
  - TREE SURVEY  
REQUIRED ONLY FOR PROJECTS THAT INVOLVE A TREE PRESERVATION/REMOVAL PERMIT (SEE PAGES 5 & 13)
- REQUIRED ONLY FOR JADU: PROPERTY TAX EVIDENCE OF OWNER OCCUPANCY OR EVIDENCE OF DEED RESTRICTION - Required Permit Issuance.

### BUILDING PLAN REQUIREMENTS, STEP 2

- PLANS  
SEE PAGES 15-16 FOR MORE DETAILED BUILDING PLANS AND DRAWING REQUIREMENTS
  - TITLE BLOCK
  - SCOPE OF WORK
  - TITLE 24 ENERGY DOCUMENTATION
  - SITE PLAN, SHOWING LOCATION OF PROPOSED NEW UTILITY METERS AS PER JOINT INFORMATIONAL BULLETIN
  - DEMOLITION PLAN
  - FLOOR PLANS
  - CONSTRUCTION SECTIONS
  - ELEVATIONS
  - FOUNDATION PLAN (FLOORS AND ROOF)
  - FRAMING PLANS
  - STRUCTURAL DETAILS AND SECTIONS (REFERENCED FROM PLANS)
  - STRUCTURAL CALCULATIONS
  - BOUNDARY SURVEY IS REQUIRED IF STRUCTURE APPEARS TO BE WITHIN TEN FEET FROM A PROPERTY LINE
- ZONING REVIEW STAMP
- CHECKLIST FOR ACCESSORY DWELLING UNITS  
SEE PAGES 17 - 19 FOR PROJECT REQUIREMENTS (ALL CATEGORIES)
- EBMUD FIRE HYDRANT FLOW DATA REPORT IF THE PROPOSAL INVOLVES SUBSTANTIAL REHABILITATION OF THE PRIMARY RESIDENTIAL FACILITY (VISIT [EBMUD.COM/FIRE](http://EBMUD.COM/FIRE) OR CALL (510) 287-1842)
- DEED RESTRICTION (RESTRICTING SALE OF ADU OR JADU FROM THE PRIMARY LIVING UNITS AND, MEMORIALIZING THAT OWNER MUST LIVE IN EITHER THE MAIN OR JADU UNIT)

**STEP 1: PROPERTY OWNER & APPLICANT INFORMATION**

**Property Address:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Owner Mailing Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Alt. Phone No.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**To be completed only if Applicant is not the Property Owner:**

*I authorize the applicant indicated below to submit the application on my behalf.* \_\_\_\_\_

*Signature of Property Owner*

**Applicant (Authorized Agent), if different from Owner:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Alt. Phone No.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

I understand that approval of this application does not constitute approval for any administrative review, Conditional Use Permit, Variance, or exception from any other City regulations that are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions appurtenant to the property. I understand that the Applicant and/or Owner phone number listed above will be included on any public notice for the project.

I certify that I am the Applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director. I further certify that I am the Owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature above.

I understand that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, it may be necessary for the City to request clarifying information and/or materials after my application has been submitted and reviewed by City staff. I understand that any failure to submit the clarifying information and/or materials in a timely manner may render the application inactive and that periods of inactivity on the applicant's part do not count towards statutory time limits applicable to the processing of this application.

I understand that the proposed project and/or property may be subject to other laws, codes, regulations, guidelines, restrictions, agreements, or other requirements of other public agencies within or outside of the City of Oakland, and that the project and/or property may also be subject to requirements enforced by private parties. I am aware that the City recommends that I become fully aware of any other potential requirements before I submit this application and that I comply with all other requirements prior to commencing the proposed project.

**I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT I HAVE READ THE ABOVE AND THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
**Signature of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**

## STEP 1: ZONING PLAN REQUIREMENTS

- PDF PLAN SET FOR PLANNING PERMIT**
  - Include north arrow, date prepared and scale.
  - Acceptable drawing scales are: 1/4" = 1', 3/16" = 1', 1/8" = 1', and 1" = 10'.
  - Include the name, email and phone number of a person preparing the plan.
  - Show all encroachments over the public Right-of-Way.
  - Space for zoning stamp.
  
- (a) **LINE AND/OR TOPOGRAPHICAL SURVEY** (required only for the following project types listed below)
  - Required for any building or addition with new or replacement footprint within 3 feet of a property line:
    - Applicable line survey with field-verifiable monuments set or found by the surveyor.
    - Location, dimensions, & dimensions to property line of existing and proposed buildings & similar structures within 3 feet of the relevant property line(s).
  - Required for any building or addition with new or replacement footprint located on a lot with a slope of 20% or more:
    - Site topography for all areas of proposed work.
      - Must be no more than 3 years old from the time of submittal – date of survey must be included.
      - Must be prepared by a California State Licensed Land Surveyor or by a Civil Engineer with a license number below 33966 (licensed prior to January 1, 1982).
      - **Include the wet stamp and signature** of the Land Surveyor or Civil Engineer who prepared the survey.
      - Include the applicable surveyor's statement in accordance with the Professional Land Surveyors Act.
      - In addition to paper copies, the survey must also be submitted in digital format.
  
- (b) **SITE PLAN**
  - Two site plans (one existing, labeled "Existing Site Plan" and one proposed, labeled "Proposed Site Plan")
    - Location and dimensions of all property boundaries, and distances from structures to property lines.
    - Location and dimensions of all existing and proposed buildings, decks, stairs, and patios.
    - Dimensions of all existing and proposed building setbacks from property lines.
    - Location, dimensions, and paving materials of all existing and proposed adjacent sidewalks, curbs, curb-cuts (including curb-cuts on adjacent neighbor's lots), and streets.
    - Location and dimension of all existing and proposed driveways, garages, carports, vehicle parking spaces, bicycle parking spaces, maneuvering aisles, wheel-stops, pavement striping/markings, and directional signage. Indicate existing and proposed paving materials.
    - Location, height, and building materials of all existing and proposed fencing and walls.
    - Location, height (including top and bottom elevation measurements), and building materials of all existing and proposed retaining walls.
    - Location and size (dbh) of all existing trees and indication of any trees to be removed, include trees on neighboring properties that are within 10 feet of construction.
    - Location of drainage ways, creeks, and wetlands
    - Roof plan showing roof slope and direction, and location of mechanical equipment, ducts, and vents.
    - For projects located on a lot with a slope of 20% or more: Show existing and proposed topographic contours overlaid with proposed roof plan and indicating roof ridge spot elevations.
    - Show any building to be demolished both historic and non-historic.
    - Location and size of storage area for recycling containers.

## STEP 1: ZONING PLAN REQUIREMENTS (continued)

- (c) **FLOOR PLAN**
  - Include complete floor plan of all floors of entire building, including existing and proposed work.
  - Label all rooms (e.g., bedroom, kitchen, bathroom), and include dimensions of room sizes.
  - Show locations of all existing and proposed doors, walls, and windows, including any window schedule (recess, sash and trim material, manufacture).
  - Location of and distance to all adjacent property boundaries.
  - Label and identify location of primary Residential Facility and ADU (existing and proposed).
  
- (d) **ELEVATIONS**
  - Show all structure elevations (front, sides and rear) that will be affected by the proposed project.
  - For additions/alterations: label existing and new construction, as well as items to be removed.
  - Identify all existing and proposed exterior materials - including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elements.
  - Show any exterior mechanical, duct work, and/or utility boxes.
  - Include dimensions for building height (from grade to pitch) and wall length.
  
- (e) **CROSS SECTIONS** (required only for buildings or additions located on a lot with a slope of 20% or more)
  - Include all critical cross sections, including at least one passing through the tallest portion of the building.
  - Include floor plate and roof plate elevation heights.
  - Location of and distance to all adjacent property boundaries.
  - Label the location of the cross-sections on the site plan.
  
- (f) **TREE SURVEY** (required only for projects which involve a Tree Preservation/Removal Permit)
  - Include north arrow, date prepared and scale (Tree Survey should be drawn to the same scale as the Site Plan).
  - Include the name & phone number of person preparing the plan(s). As appropriate or required, include the stamp & “wet signature” of any licensed architect, landscape architect, surveyor and/or civil engineer preparing final plans.
  - Indicate the size (dbh), species, and location of all protected trees within 30 feet of development activity on the subject lot, regardless of whether the protected trees are included on any tree preservation/removal permit application.
  - Label all protected trees that are located within 10 feet of construction (including trees located on neighbor’s properties or the adjacent public right-of-way) with the matching number or letter from the Tree Preservation/Removal Permit application (see page 13 of this application).
  
- (g) **GRADING PLAN** (required only if the project proposes any site grading)
  - Show proposed grading plan and/or map showing existing and proposed topographic contours (this may be combined with the Site Plan for small projects with only minor grading).
  - Include an erosion & sedimentation control plan.
  - Include a summary table of all proposed excavation, fill, and off-haul volumes.

## Step 1: Zoning Permit Information

CALCULATIONS	Existing Pre-Project	Demolition	New Proposed	Total Post-Project	% Change (Existing/Total)
<b>Total Lot Area</b> (sq. ft.)		N/A	N/A	N/A	N/A
<b>Primary Residential Facility Characteristics:</b>					
Floor area (sq. ft.)					
Footprint (sq. ft.)					
Building height (ft.)					N/A
<b>Type and Number of ADUs (list for each):</b>					
Total ADUs (number)					
Category 1 (number)					N/A
Category 2 (number)					N/A
Junior ADU (number)					N/A
<b>ADU – floor area (list square feet for each):</b>					
Category 1 (sq. ft.)					
Category 2 (sq. ft.)					
Junior ADU (sq. ft.)					
<b>ADU – footprint (list square feet of each):</b>					
Category 1 (sq. ft.)					
Category 2 (sq. ft.)					
Junior ADU (sq. ft.)					
<b>ADU – Height (list for each):</b>					
Category 1 – for rebuild or expansion for ingress/egress (ft.)					N/A
Category 2 (ft.)					N/A
<b>Location of ADU:</b>					
Category 1 (primary residential facility or accessory structure)					
Category 2 (attached to a primary residential facility or detached)					
<b>Onsite Parking Spaces</b> (number)					N/A

## Step 1: ZONING CRITERIA CHECKLIST

Applicant's Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

Accessory Dwelling Units (ADUs) may only be granted if the applicant can check "YES" or "N/A" (as provided) to EACH of the following:

**1) ALL ADUS/JADUS** (must be completed for all proposals)

- YES  NO  The ADU/JADU is in a zoning district where Residential Facilities are allowed.
- YES  NO  The ADU/JADU has an entrance that is independent from the primary Residential Facility.
- YES  NO  The floor area of the ADU/JADU contains at least a minimum square-footage that permits an Efficiency Dwelling Unit.
- YES  NO  The ADU/JADU has a kitchen that is independent from the primary Residential Facility, which shall include all of 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.
- YES  NO  N/A  The total number of existing and proposed JADUs, Category 1, and Category 2 ADUs does 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.*
- YES  NO  N/A  Lot Coverage, Rear Setback Coverage, and Floor Area Ratio (FAR) are 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. *(Select N/A only if proposing one ADU of the minimum size and height.)*
- YES  NO  N/A  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.
- YES  NO  N/A  Any upper story balconies, decks, or rooftop terraces associated with the ADU meet the regular requirements of the underlying zone. *(Please check N/A only if the proposal does not add any upper story balconies, decks, or rooftop terraces.)*
- YES  NO  N/A  No mechanical equipment such as water heaters, heating/cooling condenser, or any other similar equipment is proposed in the minimum required side setbacks. *Please check N/A only if any proposed equipment in the required setbacks is consistent with OMC Section 17.108.130 (I), and mechanical equipment meets the noise performance standards of OMC Section 17.120.050.*
- YES  NO  The ADU/JADU will not be used as a short-term rental facility; rentals must be for periods longer than 30 consecutive days.

(continued)

## Step 1: ZONING CRITERIA CHECKLIST (continued)

### 2) **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. Please skip to Section 4 if your lot is not within the S-9 zone. To verify if a lot is within the S-9 Zone please see the map:

<https://oakgis.maps.arcgis.com/apps/webappviewer/index.html?id=adfa58efbcc849f89819f7b4bec96534>

YES  NO  The total number of existing and proposed ADUs and JADUs of any type does not exceed one (1) per lot.

YES  NO  The Category 1 ADU is a conversion of space within the existing primary Residential Facility. *If you select "NO" please review additional Exceptions in section 3A below to confirm eligibility for other ADU types:*

**2A) Exceptions for ADUs in the S-9 Zone:** Complete this portion only if the proposal is for a Category 2 ADU or a Category 1 ADU that is outside the envelope of an existing residential facility. 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:  
<https://www.oaklandca.gov/documents/request-for-reasonable-accommodations-for-persons-with-disabilities>  
Please fill out and attach the completed Reasonable Accommodation Application together with this ADU application.

-OR-

- 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.

YES  NO  Any lost off-street parking space(s) as a result of creation of this ADU is replaced elsewhere on the lot.

(continued)

## Step 1: ZONING CRITERIA CHECKLIST (continued)

### 3) **CATEGORY 1 ADU** (This Section must be completed only if proposal includes this type of ADU)

YES  NO

The Category 1 ADU is located either: (a) within the existing building envelope of a primary Residential Facility or existing accessory structure; or (b) within a new accessory structure rebuilt in the same location and to the same exterior dimension as an existing detached accessory structure.

YES  NO  N/A

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.)

<https://oakgis.maps.arcgis.com/apps/webappviewer/index.html?id=adfa58efbcc849f89819f7b4bec96534>

YES  NO  N/A

The Category 1 ADU does not exceed the size of the existing building envelope, plus up to 150 sq. ft. expansion for ingress and egress. If existing structure is expanded beyond 150 sq. ft., the maximum total size (inclusive of the expansion) is 850 sq. ft. for a studio or one-bedroom or 1000 sq. ft. for two-bedroom or more and the expansion must meet the setbacks. (Please check N/A only if the Category 1 ADU is not a conversion of an existing accessory structure.)

YES  NO  N/A

If the Category 1 ADU proposes an expansion of up to 150 sq. ft. for the exclusive purpose of accommodating ingress and egress to the ADU, such expansion does not exceed a height of 18 ft., unless the underlying zoning permits.

(Please check N/A only if the Category 1 ADU does not propose an expansion or if the expansion is greater than 150 sq. ft.)

YES  NO  N/A

No additional parking is required because 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.

(Please check N/A only if the Category 1 ADU requires additional parking.)<sup>1</sup>

YES  NO

The Category 1 ADU has its own private bathroom.

YES  NO

The Category 1 ADU has exterior access and side and rear setbacks for fire and safety.<sup>2</sup>

<sup>1</sup> The “No Parking for ADUs” area can be found on the City’s online zoning map: [www.oaklandca.gov/resources/zoning-map](http://www.oaklandca.gov/resources/zoning-map).

<sup>2</sup> See Gov. Code Section 66323, subd. (a)(1). or page 18 of the HCD ADU Handbook. <https://www.hcd.ca.gov/sites/default/files/docs/policy-and-research/adu-handbook-update.pdf>

## Step 1: ZONING CRITERIA CHECKLIST (continued)

### 4) **CATEGORY 2 ADU** (must be completed only if proposal includes this type of ADU)

YES  NO

The Category 2 ADU is outside the S-9 Fire Safety Protection Combining Zone. *Please follow the link below for a map to verify if your lot is outside the S-9 Zone. If your lot is within the S-9 Zone, please complete Section 3 above before continuing with this section.*

<https://oakgis.maps.arcgis.com/apps/webappviewer/index.html?id=adfa58efbcc849f89819f7b4bec96534>

YES  NO  N/A

For an attached (exterior addition) Category 2 ADU, the floor area does 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. *(Please check N/A only if the Category 2 ADU is not an exterior addition to the primary Residential Facility.)*

YES  NO  N/A

For a detached Category 2 ADU, the floor area does 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. *(Please check N/A only if the Category 2 ADU is not detached ADU.)*

YES  NO

Any portion of the attached (exterior addition) or detached Category 2 ADU has a setback of at least 4 feet from the rear and side lot lines or meets the regularly required setback of the zoning district, whichever is less, but in no case the ADU has a setback of less than 3 feet from the rear and side lot lines.

YES  NO

The height of the Category 2 ADU does 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.)*

YES  NO

Existing Floor Area Ratio (FAR), lot coverage, and rear setback coverage requirements of the underlying zone are satisfied, except where the requirements would preclude one (1) Category 2 ADU of no more than 850 sq. ft. and 18 ft. in height, with at least 4-foot rear and side setbacks (or 3 feet if permitted by the underlying zone).

YES  NO

The Category 2 ADU has its own private bathroom.

YES  NO  N/A

No additional parking is required because Category 2 ADU is located within the mapped “No Parking for ADUs”<sup>3</sup>:

(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.

*(Please check N/A only if the Category 2 ADU requires additional parking.)*

YES  NO  N/A

If the requirements in the above checklist item are not met, the following parking is provided for the ADU: one parking space per unit in all zones. Tandem parking is permitted according to the regulations in Section 17.116.240. *(Please check N/A only if the Category 2 ADU does not require additional parking.)*

(continued)

<sup>3</sup> The “No Parking for ADUs” area can be found on the City’s online zoning map: [www.oaklandca.gov/resources/zoning-map](http://www.oaklandca.gov/resources/zoning-map).

## Step 1: ZONING CRITERIA CHECKLIST (continued)

### 5) JADU (must only be completed if proposal includes this type of ADU)

- YES  NO  The number of existing and proposed JADUs does not exceed 1 per lot.
- YES  NO  The owner of the property will reside in either the JADU or primary residence.
- YES  NO  The JADU is located within the building envelope of an existing or proposed One-Family Residential Facility, and involves no expansion of the existing building envelope. A JADU may include conversion of enclosed uses within the residence, such as an attached garage.
- YES  NO  The floor area of the JADU does not exceed 500 sq. ft.
- YES  NO  The JADU is not located within a detached or accessory structure.
- YES  NO  The JADU has either its own independent bathroom or it shares a bathroom with the primary residence.
- YES  NO  N/A  If the JADU shares a bathroom with the primary residence, there is an internal connection. (Please check N/A only if the JADU does not share a bathroom with the primary residence.)
- YES  NO  N/A  The JADU includes an efficiency kitchen.

#### JADU Requirement before Building Permit Issuance

The applicant has prepared to execute a deed restriction for the JADU (to be recorded) that: (a) prohibits the sale of the JADU separate from the primary One-Family Residential Facility, (b) restricts the size and attributes of JADU consistent with this application, (c) states owner occupancy in either the JADU or the primary residence. (Please attach a notarized JADU Deed Restriction with your application.)

I have reviewed the above checklist and certify that the project conforms to all applicable criteria for Step 1.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date

## STEP 1: 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 are located on a neighbor's property or in the public right-of-way (e.g., sidewalk).

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

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

**I, THE APPLICANT/OWNER, ATTEST THAT:** *(check one)*

- (1) There are no existing Protected Trees anywhere on the subject property or within 10 feet of the proposed construction activities (including neighbor's properties or the adjacent public right-of-way).
- (2) There are Protected Trees on the subject property or within 10 feet of the proposed construction activities, and their location is indicated on the site plan and landscape plan **and** *(check one)*;
- (a) No Protected Trees are to be removed *and* No construction activity will occur within 10 feet of any Protected Tree.
- (b) No Protected Trees are to be removed *and* Construction activity will occur within 10 feet of any Protected Tree.
- (c) Protected Trees will be removed.

**If you checked (2b) or (2c), a Tree Preservation/Removal Permit is required. Please complete the section below.**

**DESCRIPTION OF TREES:** (Identification numbers and letters must be consistent with the Tree Survey – See submittal requirements.)

<u>Trees proposed for removal</u>			<u>Trees <b>not</b> proposed for removal but located within 10 feet of Construction Activity</u>		
#	Species	dbh*	#	Species	dbh*
1			A		
2			B		
3			C		
4			D		
5			E		

Reason(s) for removal/impacting of 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.

## STEP 1: 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:** *(check one)*

- (1) **I do not know whether there is a Creek on or near the proposed project site.** I have submitted a request for a Creek Determination by the City of Oakland (separate form and fee required).
  
- (2) **No Creek exists on or near the project site;** *(check one)*
  - (a) Based on my review of the characteristics of the project site, as well as all relevant maps and plans; or
  - (b) Based on the attached report prepared by a relevant licensed professional.

*However, if the City determines that a Creek exists on or near the project site, a Creek Protection Permit is required.*
  
- (3) **A Creek DOES exist on or near the project site and** *(check one)*
  - (a) The proposed project only entails interior construction, and therefore requires a **Category 1 Creek Permit** (this is a no fee permit and only requires distribution of educational materials); or
  - (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, and therefore requires a **Category 2 Creek Permit** (this permit requires a site plan and distribution of educational materials); or
  - (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, and/or (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, and therefore requires a **Category 3 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review); or
  - (d) The project entails exterior work conducted from the centerline of the Creek to within 20 feet from the top of the Creek bank, and therefore requires a **Category 4 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review and a hydrology report).

## STEP 1: GREEN BUILDING REQUIREMENTS

Pursuant to the California Green (CALGreen) Building Standards Code, all new residential construction requires completion of a CALGreen Checklist (download at <https://aiacalifornia.org/calgreen-checklists>). 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: <https://codes.iccsafe.org/content/CAGBC2022P3/chapter-4-residential-mandatory-measures>.

**I, THE APPLICANT/OWNER, ATTEST THAT:** *(check all that apply)*

- (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.

**SUMMARY OF GREEN BUILDING FEATURES NOT SHOWN ON PLANS BUT PART OF CALGREEN CHECKLIST:**


**STEP 2: BUILDING PLAN REQUIREMENTS:** (see Electronic Plan & Document Submittal below)

<b>1. TITLE BLOCK</b>		<input type="checkbox"/>
Address of Property, Owner, and Designer/Contact person with daytime phone number and email. APN. Sheet Number		
<b>2. LIST OF BACKGROUND INFORMATION</b>		<input type="checkbox"/>
Scope of Work – Descriptive narration of what the project will consist of. Owner’s name, code information including code year, occupancy and construction type. Include a sheet index, Zoning designation, and Assessor’s Parcel Number. Show square footage (for each level) of existing living space, added living space and total.		
<b>3. TITLE 24 ENERGY DOCUMENTATION</b> (For all areas to become conditioned space.)		<input type="checkbox"/>
CF1R Energy forms to be printed on plans. Make certain all signatures are completed. The forms need to be readable so please don’t reduce them in size.		
<b>4. SITE PLAN</b>	Scale: 1/8" = 1' or 1/10" = 1'	<input type="checkbox"/>
Show outline of the building and distances to property lines. Show any accessory structures, retaining walls, sidewalks, streets, meters, curb cuts, driveways, trees. Show North arrow and scale. Boundary Survey is required if structure appears to be within ten (10) feet of property lines.		
<b>5. DEMOLITION PLAN</b>	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Label all rooms. Show items to be demolished as dashed. Clearly indicate which part of the structure is to remain.		
<b>6. FLOOR PLAN</b>	Minimum Scale: ¼" = 1'	<input type="checkbox"/>
Label all rooms (existing and new). Clearly distinguish between new walls and walls to remain. Show all walls with double lines. Show all windows and doors including sizes, types and identify those designated for escape and rescue. Show dimensions of all rooms. Show all major equipment locations including water heater (ADU to have permanent access), HVAC (ADU to have permanent access), electrical panels, washer/dryers, plumbing fixtures, cabinets, etc. Clearly indicate fire/sound rated walls.		
<b>7. CONSTRUCTION SECTIONS</b>	Minimum Scale: 3/4" = 1'	<input type="checkbox"/>
Show major section through area of work including showing all major components. Clearly indicate fire/sound rated assemblies. Show ceiling heights. Show insulation including type & R-value.		
<b>8. EXTERIOR ELEVATION(S)</b>	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Show/indicate all finishes, new and existing. Show all items such as windows, doors, decks, stairs, etc. Clearly distinguish what elements are existing and which will be added/changed.		
<b>9. FOUNDATION PLAN</b>	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
<b>Provide if the foundation will be replaced, altered, or required to support additional loading.</b> Show dimensions – Provide details showing how existing or new foundations meet current code. Show hold downs and brace/shear wall locations and lengths. Indicate location and size of access openings. Show connections to existing & use detailing to show further information.		
<b>10. FRAMING PLANS</b> (For EACH floor and/or roof.)	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Show size, direction and spacing of all joists and beams. Clearly show how any existing framing will be altered in order to meet current code requirements.		
<b>11. DETAILS AND SECTIONS</b>		<input type="checkbox"/>
Drawn large enough to show the specific construction and referenced from framing plans. Stairways, fire/sound separation between units, moisture barrier under the floor slab, foundation wall waterproofing and drainage, etc.		
<b>12. STRUCTURAL CALCULATIONS</b> (For non-conventionally framed construction.)		<input type="checkbox"/>
<b>13. ZONING APPROVAL STAMP ON PLANS</b>		<input type="checkbox"/>

After completing the minimum required items for submittal, please include this form with your submittal package.

NOTE: Plan Check may require additional clarifying information after submission.

## **ELECTRONIC PLAN SUBMITTAL & SIGNATURE POLICY FOR ONLINE OR IN OFFICE USE**

This policy establishes electronic plan, document and signature submittal guidelines. All plans submitted to the City of Oakland shall follow these guidelines unless otherwise directed by the Director of Planning & Building.

For questions use the Permit & Services Questions Portal at <https://www.oaklandca.gov/services/permit-questions>

### **REQUIREMENTS FOR ELECTRONIC PLAN AND DOCUMENT SUBMITTAL**

- **OVER THE COUNTER** - All plans and documents to be submitted shall be provided on a thumb drive in unzipped files (see file naming conventions on Page 2)
- **ONLINE** - All plans and documents to be submitted via the Online Permit Center shall be uploaded as unzipped files. (see file naming conventions on Page 2)
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 8 or newer \*\*\*Note: PDF Portfolios will not be accepted as part of your submittal package\*\*\*
- Plan files shall be first generation, vector-based PDFs which have been directly converted from the computer aided drafting (CAD) applications (e.g., AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created
- All layers must be flattened
- Scanned plans (i.e., plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn
- Scanned plans must be scanned to scale or provide dimensions
- Plan sets shall be compiled as one file. Plan sets that are not compiled will not be accepted  
PDF document security settings must allow staff to mark up the PDF file and create comments. Electronic signature restriction settings should not be used on forms or drawings. (See SIGNATURE Policy)
- Page Orientation - All plans must be oriented, so the top of the page is always at the top of the monitor and set to landscape. A north arrow must be provided on all plans
- All supplemental information must be oriented, so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided
- All supplemental information must be sized at 8 1/2" x 11"
- Professional stamps/seals shall be affixed to plans and documents as required (please see DIGITAL SIGNATURE)
- All colors must be removed from all plans and documents (except for grey or hatched shading)
- Leave a 4" x 3" space at the top right corner of the building plans for City approval stamp
- 24" x 36" (Minimum) - Large Construction  
PDF exhibits must be generated at a prescribed scale (i.e., 1/4" = 1'-0", or 1/8" = 1'-0") for staff to verify dimensions and areas within the file, using built-in measuring tools
- 11" x 17" (Minimum) - Minor Construction
- All revisions must be submitted with a summary by permit number and date

## **DIGITAL SIGNATURE FOR DESIGN PROFESSIONALS (ARCHITECTS & ENGINEERS)**

Design professionals, such as Architects and Engineers, whose "wet" signature is required for submittal of hard copy plans will be required to obtain a "digital signature" key for signature of electronically submitted plans.

A "Digital Signature" is required when strong authentication is necessary because it contains encrypted information that is unique to the signer and can be easily verified. Digital technology requires each signer to have a token, smart card or other physical device issued by a trusted organization (usually a company certified by a government) that verifies the signer's identity before issuing the token. With this technology, every document must be opened and signed one at a time - signatures cannot be applied en masse

For a complete list of approved digital signature certificate authorities, please visit the California Secretary of State website at:

<https://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certification-authorities/>

You may contact individual certificate authorities for their requirements to create a digital signature.

For more information regarding California State Law requirements regarding digital signatures, please visit the California Secretary of State's website below.

<https://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/government-code-16-5/>

## **ELECTRONIC SIGNATURE REQUIREMENTS FOR NON-DESIGN PROFESSIONALS**

Non-design professionals shall sign plans via electronic signature.

An "Electronic Signature" can be set up by anyone using common programs such as Adobe and Outlook without an independent vetting process or electronic key, and most include a stamp of the date and time the signature was applied. Electronic signatures are accepted and used worldwide for many business transactions including e-mail signature blocks.

For more information on how to create an Electronic Signature with Digital ID, please visit the following website:

<http://www.adobepress.com/articles/article.asp? p=170816l&sea Nu m=4>

You may download free Adobe Reader software by clicking on the link below:

<https://get.adobe.com/reader/>

## **NAMING CONVENTIONS FORMAT FOR SUBMITTAL ATTACHMENTS**

Begin with the Project Address when naming files and follow the format (example) below

0000 Time St-1<sup>st</sup> Submittal-Architectural Drawings

0000 Time St-1<sup>st</sup> Submittal-Structural Calculations

0000 Time St-1<sup>st</sup> Submittal-Truss Calculations

STEP 2: BUILDING PERMIT INFORMATION	
TYPE OF PERMIT:	
	_____ BUILDING
	_____ DEMOLITION ( _____ SF)
VALUATION OF PROPOSED WORK	\$ _____
# OF STORIES:	
OCCUPANCY:	R-3
TYPE OF CONSTRUCTION:	V-B
DESIGN OCCUPANT LOAD:	
EXISTING FIRE SPRINKLERS:	_____ YES _____ NO
CONTRACTOR'S LICENSE NUMBER:	

### STEP 2: BUILDING CRITERIA CHECKLIST

Applicant's Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

DRX Project Application Number: \_\_\_\_\_

Accessory Dwelling Units (ADUs) may only be granted if the applicant can check "YES" or "N/A" to EACH of the following:

#### **GENERAL BUILDING CODE REQUIREMENTS**

ADU'S and JADU'S ARE SUBJECT TO THE APPLICABLE REQUIREMENTS AND PROVISIONS OF THE CALIFORNIA BUILDING CODE, CALIFORNIA RESIDENTIAL CODE, AND CALIFORNIA EXISTING BUILDING CODE.

ADU'S REQUIRE SEPARATE ADDRESSES. JADU'S MAY NOT BE ADDRESSED SEPARATELY FROM THE PRIMARY DWELLING.

YES  NO  N/A  ADU and primary residential facility each has an independent entryways/exits (means of egress) to the exterior point of discharge of the existing building or to the public right of way. Primary entry/exit and path of travel to ADU meets code requirements for stairs, handrails, landings, headroom, door width, etc. ADU path of egress shall not be through the primary or other dwellings.

YES  NO  N/A  Newly Constructed detached ADU structures shall be All-Electric per OMC 15.37; ADU will not require separate electrical connection (drop) from PGE; ADU has access to its own electrical panel; ADU plumbing branch connection to the sewer lateral does not exist underneath the primary residential facility; Attached ADU: one (1) gas meter exists per each dwelling unit (except if ADU has no vented appliances, in which case one gas meter may serve two units), plus one (1) for a common area (i.e., laundry facilities); Detached ADU: no gas appliances allowed. Detached ADU has its own water shutoff valve where service enters building or attached ADU without separate water shutoff has integral stops or fixture shutoffs; each dwelling unit has permanently installed heating and water heating facilities with its own access to controls and equipment. Per California Public Utility Commission CPUC 780.5 ADUs shall have separate electrical meter (except JADU).

YES  NO  N/A  ADU meets all code requirements for moisture barriers and damp proofing (foundation and foundation walls below grade include damp proofing, waterproofing, drainage, and vapor retarder), braced wall panels or shear walls, and all energy code requirements (for new construction or conversion of non-habitable space to new ADU).

(continued)

**STEP 2: BUILDING CRITERIA CHECKLIST (continued)**

- YES  NO  N/A  Buildings dug down meet code requirements for new construction at that lower level and include engineering plans for the foundation and for the gravity and lateral load resisting system of the building.
- YES  NO  N/A  ROOM DIMENSIONS: ADU ceiling height is not less than 7 feet-6 inches for habitable space, hallways, and portions of basements containing these spaces, and 7 feet for bathrooms, toilet rooms, and laundry rooms; has a combined living, eating, and sleeping room not less than 150 square feet, and an additional 100 square feet of superficial floor area per occupant in excess of two (2) occupants; has a separate permanent clothes closet.
- YES  NO  N/A  ADU is located entirely within the subject property and meets required building fire separation distance requirements (may require Surveyor certification).
- YES  NO  N/A  ADU shall be heated separately. Each tenant or owner shall have access to their own mechanical heating equipment and water heater. A central Mechanical Room is permitted provided that each tenant or owner has access without being compelled to pass through another unit. Heating, Air conditioning or ventilating systems shall not combine return air supply from separate dwelling units.
- YES  NO  N/A  BUILDING SAFETY: All exterior walls of the ADU are appropriately fire-rated based on Fire Separation Distance, Construction Type, and applicable provisions of the California Building Code (CBC). No wall openings exist less than 5 ft. (3 ft if sprinklered) to property line. All separation walls and floor/ceiling assemblies, plus their supporting construction for attached units, are appropriately fire and/or smoke rated per the applicable provisions of the CBC. Fire sprinklers are installed in entire building when total floor area (ADUs plus Primary Residential Facility) exceeds 3,600 sq. ft. as a result of an addition or when changes of occupancy classification occur. Fire sprinklers are installed in ADUs when the primary residential facility is required to be protected by fire sprinklers.
- YES  NO  N/A  If the proposal is for a new, or substantial rehabilitation of an existing primary residence, the nearest hydrant has a flow greater than 1,000 gallons per min (gpm) and min pressure of 20 pounds per sq. inch (psi).
- YES  NO  N/A  Attached ADUs require minimum Sound Transmission Classification (STC) rating 50-45 when tested per American Society for Testing and Materials (ASTM) E90 or STC 50.
- YES  NO  N/A  All other building code requirements are met.

*Note: Demolition or deconstruction of greater than 50% of an existing building will require a demolition permit and will be considered a new building and not a conversion for the purpose of determining applicable building Codes as per Code Bulletin D-18-001. If during construction, field conditions warrant removal of more than 50% of the building a revision shall be submitted prior to continued removal of building components. Lifting or moving of buildings is subject to Code bulletin D-18-001.*

**GENERAL BUILDING CODE REQUIREMENTS AND ACKNOWLEDGEMENTS FOR JADUS**

- YES  NO  N/A  JADU will not have a separate address.
- YES  NO  N/A  JADU has independent entryway that meets minimum egress path requirements to the public way.
- YES  NO  N/A  Primary access to JADU meets Code requirements for stairs, handrails, landings, headroom, door width, etc.

*JADUs do not require separate electrical or gas meters, or fire separation between primary dwelling and JADU. Minimum STC-45 sound transmission is also not required for JADUs.*

**I have reviewed the above checklist and certify that the project conforms to all applicable criteria from Step 2.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer’s Signature

\_\_\_\_\_  
Date