

What's the Process for Creating an ADU?

Figure Out What You Need

- ✓ Determine the type of ADU: Junior, Attached, Detached.
 - ❖ Will a garage or existing accessory building be converted?
 - ❖ Will a basement be converted?
- ✓ Determine how much FAR is available for the ADU.
- ✓ Will the ADU require a basement?
- ✓ Do sufficient setbacks exist?

Consider Costs

- ✓ Construction of the unit
 - ❖ Materials and labor
 - ❖ Site preparation (grading, excavating, foundation)
 - ❖ Building (framing, plumbing, roofing, flooring, kitchen, etc)
 - ❖ Landscaping
- ✓ Financing (second mortgage or construction loan)
- ✓ Utility hookup costs, including new water and sewer lines (see the Single Family Residential Utility Service Application for Electric, Water, Gas, & Wastewater Facilities Installation)
- ✓ Palo Alto Building Permit Fees
 - ❖ Building permit fees are based on a proportion of the total construction cost, including all materials and labor involved in the proposed work.
 - ❖ Other fees include Building Division plan checking, zoning plan check, and plumbing, mechanical and electrical permit fees
 - ❖ Fee tables are available on the Development Center page of the City website.
- ✓ Green Building requirements apply to most residential projects and requires applicants to incorporate sustainable design, construction, and operational requirements into their design.
- ✓ Impact fees, such as school fees for residential additions greater than 500sf.
- ✓ Estimate increased property taxes.

Review the Residential Construction Guide

- ✓ Check the status of your deed for any restrictions
- ✓ Are you in a flood zone?
- ✓ Is your property located in a historic preservation district?
- ✓ Review Tree protection rules

Draw Up Plans

- ✓ Hire a design professional and/or contractor.
- ✓ Construction plans are required and include foundation plans, floor plans, framing plans and duct work and piping plans.

Apply for a Building Permit Through the Development Center

All ADU additions or conversions will require a building permit. Additional permits might also be required for plumbing, heating and cooling, roofing and electrical work.

- ✓ Complete the Building Permit Application
- ✓ Complete the Single Family Residential Utility Service Application for Electric, Water, Gas, & Wastewater Facilities Installation
- ✓ Once approval is received, construction work must start within 180 days of the issuance of the permit.