



# Accessory Dwelling Unit How-To Permit Guide for Homeowners



**A guide to help home owners understand and navigate the Accessory Dwelling Unit building permit process within the City of Napa.**



### **Included in the guide:**

1. Accessory Dwelling Unit and a Junior Accessory Dwelling Unit Descriptions
2. Regulations that apply to an ADU and a JADU
3. Process Overview
4. Plan Review Submittal Checklists
5. Sample fees for Accessory and Junior Accessory Dwelling Units
6. Concealed construction policy - how to legalize existing second units

### **What is an Accessory Dwelling Unit?**

An Accessory Dwelling Unit, often referred to as a “granny unit,” is an additional dwelling unit located on the same lot as a single-family residence. An Accessory Dwelling Unit may be attached to the primary residence, detached from the primary residence, or contained within an existing residence or accessory building. An Accessory Dwelling unit cannot be sold separately from the primary residence.

### **What is the Building Permit and Plan Review Process?**

Accessory Dwelling Units are subject to ministerial review by the Community Development Department. The Building Division is charged with verification of all Health & Life Safety and Energy requirements of the California Codes. The time it takes to review plans and provide the applicant with plan review comments can vary depending on the size of the project and quality of the submittal package. When applying for a building permit to construct an ADU, the applicant should expect the Building Division to take 21 business days to process the application and review the plans. At the end of the 21-day review cycle the applicant should expect at least one (1) set of comments requesting additional information. When we receive responses to comments, the applicant should expect 14 business days to process the application and review the plans. **Note: A soils report may be required if the project is on an earthquake fault or flood zone.**

**What Regulations Apply to Accessory Dwelling Units?** On January 1, 2017 the State regulations pertaining to Accessory Dwelling Units became effective (Government Code 65852.2). Below is a quick look at the requirements.

Requirement	Accessory Dwelling Unit Within Existing Structure	Accessory Dwelling Unit Involving New Construction (Attached or Detached)
<b>Lot Requirements</b>	The lot must be zoned for single-family use and must contain an existing single-family residence. Only one ADU/JADU is allowed per lot. Not allowed on lots zoned for duplex or multi-family lots.	The lot must be zoned for single-family use and must contain an existing single-family residence. Only one ADU/JADU is allowed per lot. Not allowed on lots zoned for duplex or multi-family lots.
<b>Owner Occupancy</b>	The property owner <b>must reside</b> in either the primary residence or the JADU.	There is no requirement for the owner of the lot to reside in either the primary residence or the ADU.
<b>Deed Restriction</b>	A deed restriction is required for a JADU, acknowledging owner occupancy and prohibition on sale separate from primary residence.	
<b>Size Limits</b>	A new ADU is limited to a floor area not to exceed 50% of the floor area of the primary residence up to a maximum of 1200 square feet.	
<b>Required Facilities</b>	An ADU shall provide a separate bathroom and a separate kitchen from the primary residence.	
<b>Entrance</b>	An Accessory Dwelling Unit requires a separate exterior entrance.	
<b>Setbacks</b>	Setbacks must be sufficient for fire safety to prevent the spread of fire.	Attached – The ADU shall follow the required setbacks for the zoning district in which it is located.  Detached – The ADU is required to provide a minimum setback of three feet from the property line and the primary residence.
<b>Parking Space Requirements</b>	No additional parking is required.	One (1) parking space per bedroom is required to be provided on-site. However, no additional parking is required when the ADU is located within a half mile of public transit stop, within a designated historic district, within a block from car sharing facilities, or where on-street parking permits are required but not offered for ADUs. <b>The applicant shall demonstrate meeting one (1) of the above conditions if parking is not provided. The Planning Division will be responsible for verification of the parking requirements.</b>

## What Regulations Apply to Accessory Dwelling Units?

Requirement	Accessory Dwelling Unit Within Existing Structure	Accessory Dwelling Unit involving New Construction (Attached or Detached)
<b>Utilities</b>	New or separate utility connections are not required.	New or separate utility connections may be required, but connection fees or capacity charges <b>shall</b> be proportional to the impact of the ADU on the sewer or water systems. Contact the following entities for additional information related to utility connections: <b>Water</b> - City of Napa Utilities Department: (707) 257-9521 <b>Sewer</b> – Napa Sanitation District: (707) 258-6000 <b>Gas and Electricity</b> – PG & E: 9707) 257-5918
<b>Fire Protection Systems</b>	Fire sprinklers are not required for a new ADU if they are not required for the primary residence. However, fire sprinklers may be required if the remodel is considered substantial by the Fire Marshal. If you have questions regarding fire sprinklers contact the Fire Prevention Div.  Fire Prevention – (707) 257-9590.	Fire Sprinklers are not required for a new ADU if they are not required in the primary residence.  If you have any questions regarding fire sprinklers contact the Fire Prevention Division.  Fire Prevention – (707) 257-9590
<b>Height</b>	The Accessory Dwelling Unit shall comply with the height requirements for the applicable zoning district.	Attached – The ADU shall be limited to 15'. Building heights greater than 15', without going over maximum height for the zoning district in which the ADU is located, may be granted with the approval of an administrative permit.

## What is a Junior Accessory Dwelling Unit?

A Junior Accessory Dwelling Unit is an additional, independent living unit which is created through the conversion of an **existing bedroom** within an existing single-family residence as part of the single-family use. A Junior Accessory Dwelling Unit may be proposed as an alternative to an Accessory Dwelling Unit.

## What is the Building Permit and Plan Review Process?

Junior Accessory Dwelling Units are subject to a ministerial review by the Community Development. The Building Division is charged with verification of all Health & Life Safety and Energy requirements of the California Codes. Applicants have a choice as to what process they will follow. An applicant can choose to have a JADU project reviewed in the same manner as an Accessory Dwelling Unit review process described above.

Junior Accessory Dwelling Units can also be processed during “**Express Review**.” Express Review is a service we provide on Tuesday’s, Wednesday’s and Thursday’s between the hours of 1:00pm and 4:00pm. If the applicant provides all the required information and demonstrates compliance on the plans, the applicant will walk out with a building permit, and approval to proceed.

## What regulations apply to Junior Accessory Dwelling Units?

- **Density** - A maximum of one (1) Junior Accessory Dwelling Unit shall be permitted per residential lot containing a single-family dwelling. A single residential parcel can have either one (1) ADU or one (1) JADU.
- A JADU must be established from the conversion of an existing bedroom(s) within the existing single-family residence’s floor area.
- A JADU cannot be created as a direct result of a building addition.
- **Size Limitation** - A JADU is typically smaller in size than an Accessory Dwelling Unit, with a **maximum** size of 500 square feet.
- A JADU may have independent bathroom facilities, or shared bathroom facilities with the primary residence.
- **Food Preparation Area** - A JADU is not required to have a full kitchen; however, must be provided with a **limited** food preparation area.
- **Access** - A JADU shall have one (1) exterior door and **must maintain an internal connection (door) with the primary residence**, which can be equipped with a double lock for security and privacy; however, if the JADU is utilizing a shared bathroom, the interior door shall not have a double lock.
- **Off Street Parking** - A JADU does not require additional parking facilities.
- The property owner must occupy either the primary residence or the JADU. A deed restriction shall be required so that future owners of the property will be aware of the requirements, such as owner occupancy. The applicant shall provide the deed restriction to the Planning Division for recording prior to **issuance of a building permit**.
- **Utility Service** – Water and sewer service for the Junior Accessory Dwelling Unit is shared with the primary residence and shall not require a separate water and sewer connection.
- **Building and Fire Requirements** – No fire resistive construction is required between the JADU and primary residence. The JADU must have smoke and carbon alarms. No fire sprinklers shall be required for a JADU unless the primary residence is required to have fire sprinklers.

## Overview of the Process When Considering an ADU

An overview of the process can be helpful for understanding what to expect from the **pre-application, design, permitting, and construction** phases of the project. Below is a brief overview of the process. Project site conditions can vary from one parcel to another, if you have any questions not covered in this guide please feel free to contact the City of Napa Planning Division at (707) 257-9530 or the Building Division at (707) 257-9540.

### Pre-Application Phase

- Determine if your parcel is large enough to accommodate an Accessory Dwelling Unit. If you have any questions on required “setbacks” (distance from property lines/other structures) for an ADU, you can contact the Planning Division to get that information. The phone number for the **Planning Division: (707) 257-9530**. The size of your project may be limited due to the size of the property. This is a very important step, and should be accomplished prior to plan submittal at the Building Division counter.  
**Note:** The building is required to be setback from the property line at 5 feet. If the applicant is proposing setbacks less than 5 feet, the plans shall show the required fire resistive construction.  
**Attached** Accessory Dwelling Units shall follow the required setbacks for the zoning district in which they are located.
- Call the Planning Division at the above number to discuss options as well as any constraints or site-specific factors (steep slopes, agricultural buffer setbacks, existing accessory structures, etc.) that could require additional consideration. This step is very important as it will help you avoid surprises after investing time and money into building design.

### Design and Preparation Phase

- Will the ADU be built as new construction or as a conversion ADU?
- Consider your options for drafting plans. You can hire a designer or Architect, draw your own plans, purchase a set of stock plans that are compliant with the California Residential Code, or consider purchasing a manufactured home.
- Consider your options for building. Will you hire a contractor to build the ADU? Will you construct the ADU yourself?
- Once you select an ADU design option, you can get an estimate of the fees by submitting a completed application (either at the Building Division counter or via email). Additionally, this permit guide has sample fees for ADU's to give you an idea of the costs to construct an ADU.
- With your preliminary design, you can contact the City of Napa Building Division at (707) 257-9540 to get a checklist of submittal requirements that need to be on your plans for quick processing. Also, this permit guide has example checklists that you can use to help understand what is required to be on your plans when submitting for an ADU.

## Permitting Phase

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- Submit your application and 7 sets of plans for a building permit. Pay the Plan Review fee and **expect at least two rounds of comments / re-submittals**. In addition to the Building Division reviewing your plans, the Planning, Fire Prevention, Development Engineering, Stormwater, Water and Materials Diversion will review your plans. The purpose for providing 7 sets of plans is so that all the reviewers can review the project simultaneously to decrease review time. Again, expect a 21-business day turnaround time to provide comments back to the applicant.
- Once the plans are approved you will be contacted by the Building Division to inform you that your permit is ready.
- A JADU permit can be processed during “Express Review” on Tuesday’s and Wednesdays between the hours of 1:00pm and 4:00pm. **Note**, when applying for a permit to construct a JADU during “Express Review”, be sure to have a **deed restriction** ready to submit to planning if you wish to receive a building permit over the counter during this time.
- Pay all remaining permitting fees and obtain your building permit.

## Construction Phase

- Begin construction.
- Complete all the required inspections from all the Divisions that reviewed your plans.
- Obtain your Certificate of Occupancy.
- Time to occupy the ADU, congratulations!

## Building Permit Plan Submittal Requirements

The following are building permit plan submittal requirements checklists for the 4 types of ADU’s.

### Plan Intake Checklist – ADU Conversion with Addition to Primary Residence

- Six complete plan sets (plus one additional set if project is in Flood Plain; and one additional set if construction valuation exceeds \$100k)
- Plans must be drawn to scale and legible on minimum 24”-inch paper
- Two sets of structural calculations (if applicable to project)
- Two sets of signed Energy Code Compliance documents (Climate Zone 2)
- City of Napa Residential High-Performance Building Checklist
- Two sets of stamped and signed truss calculations (or note as deferred submittal on cover sheet)
- Fire sprinkler letter from C-16 licensed contractor or fire sprinkler plans, if required. AFS plans must be submitted under separate cover.
- Complete Residential Permit Application and plan check fee

### **Cover Sheet**

- Project address
- Sheet Index
- Scope of Work (detailed written description of project)
- Applicable codes (2016 CRC, CMC, CPC, CEC, CA Energy Code, Cal Green, local ordinances, (CFC, NFPA 13-D if sprinklers are required)
- Occupancy (R3)
- Type of construction (VB for wood frame)
- Number of stories
- Square footage breakdowns for existing residence and ADU
- Name and signature of designer on all sheets (qualified person responsible for plans and permit)
- Site plan (if not provided separately)

### **Site Plan**

- North arrow
- property lines / lot boundaries and parcel size
- Location of all structures (distinguish between existing and proposed)
- Setback distances from property lines to existing and proposed dwelling and other structures (detached garage, accessory structure, etc)
- Finished floor elevations
- Existing and proposed utility lines and connection points, if changes are proposed (water, sewer, gas, electrical)

### **Elevations (minimum of two)**

- Roof pitch; roof and wall construction materials
- Chimney height(s), if applicable

### **Floor Plan**

- Dimensioned floor plans - list use of each room and space (existing and proposed)
- Locations of separate entrances (include door type and landing)
- Size, location, and type of all windows and doors
- Fire separations and fire-rated construction clearly identified, where required
- Include stairs, landings, porches, decks, balconies, etc.

### **Framing / Structural Plan**

- Building cross sections for altered areas (minimum of two)
- Foundation – footing detail, location of piers, beams; slab detail
- Connection to existing foundation, if applicable
- Underfloor ventilation calculations (if crawl space is added)
- Floor framing plan – size, type, spacing
- Wall framing details – include braced wall or shear wall schedule
- Insulation values; wall coverings
- Roof framing details – include eaves, gables, etc.
- Skylight locations and listing details
- Attic ventilation calculations
- Details for stair, handrail, guard, deck, patio, balcony, etc.

### **Mechanical, Plumbing, Electrical Plans**

- Size and location of electrical service main and sub-panels
- Locations of all new electrical outlets (receptacles, lights, switches, etc)
- Location and type of space heating and cooling appliances
- Location and type of water heater
- Gas supply piping sizes, if applicable

### **Plan Intake Checklist - ADU** **Residential Detached Accessory Dwelling Unit**

- Six complete plan sets (plus one additional set if project is in Flood Plain; and one additional set if construction valuation exceeds \$100k)
- Plans must be drawn to scale and legible on minimum 24"-inch paper
- Two sets of structural calculations (if applicable to project)
- Two sets of signed Energy Code Compliance documents
- City of Napa Residential High-Performance Building Checklist
- Two sets of stamped and signed truss calculations
- Complete Residential Permit Application and plan check fee

### **Cover Sheet**

- Project address
- Sheet Index
- Scope of Work (detailed written description of project)
- Applicable codes (2016 CRC, CMC, CPC, CEC, CA Energy Code, Cal Green, local ordinances, CFC, NFPA 13-D if sprinklers are required)
- Occupancy (R3 for ADU)
- Type of construction (VB for wood frame)
- Number of stories
- Square footage
- Name and signature of designer on all sheets (qualified person responsible for plans and permit)
- Site plan (if not provided separately)

### **Site Plan**

- North arrow
- Property lines / lot boundaries and parcel size
- Location of all structures (distinguish between existing and proposed)
- Setback distances from property lines to all structures on site (detached garage, accessory structure, etc.)
- Finished floor elevations
- Existing and proposed utility lines and connection points (water, sewer, gas, electrical)

### **Elevations (minimum of two)**

- Roof pitch; roof and wall construction materials

### **Floor Plan**

- Dimensioned floor plans - list use of each room and space
- Size, location, and type of all windows and doors
- Fire separations and fire-rated construction clearly identified, where required
- Include stairs, landings, porches, decks, balconies, etc.

### **Framing / Structural Plan**

- Building cross sections (minimum of two)
- Foundation – footing detail, slab detail
- Underfloor ventilation calculations if crawl space
- Floor framing plan – size, type, spacing
- Wall framing details – include braced wall or shear wall schedule
- Insulation values; wall coverings
- Roof framing details – include eaves, gables, etc.
- Skylight locations and listing details
- Attic ventilation calculations
- Details for stair, handrail, guard, deck, patio, balcony, etc.

### **Mechanical, Plumbing, Electrical Plans**

- Size and location of electrical service main and sub-panels
- Locations of all electrical outlets (receptacles, lights, switches, etc)
- Location and type of space heating and cooling appliances
- Location and type of water heater
- Gas supply piping sizes, if applicable

## **Plan Intake Checklist – ADU**

### **Conversion of existing accessory structure to ADU**

- Six complete plan sets (plus one additional set if project is in Flood Plain; and one additional set if construction valuation exceeds \$100k)
- Plans must be drawn to scale and legible on minimum 24"-inch paper
- Two sets of signed Energy Code Compliance documents
- City of Napa High Performance Building Checklist on plans
- Fire sprinkler plans or letter from C-16 licensed contractor (if applicable) Note: Fire sprinkler plans must be submitted under separate cover.
- Complete Residential Permit Application and plan check fee

### **Cover Sheet**

- Project address
- Sheet Index
- Scope of Work (detailed written description of project)
- Applicable codes (2016 CRC, CMC, CPC, CEC, CA Energy Code, Cal Green, local ordinances, (CFC, NFPA 13-D if sprinklers are required)
- Occupancy (R3 for single family dwelling, U for garage or shed)
- Type of construction (VB for wood frame)
- Number of stories

- Square footage breakdowns for existing main residence and proposed ADU
- Name and signature of designer on all sheets (qualified person responsible for plans and permit)
- Site plan (if not provided separately)

### **Site Plan**

- North arrow
- property lines / lot boundaries and parcel size
- Location of all structures (house, detached garage, accessory structure, etc.)
- Setback distances from property lines to existing dwelling and other structures
- Existing and proposed utility lines and connection points (water, sewer, gas, electrical)

### **Elevations (minimum of two)**

- Roof pitch; roof and wall construction materials

### **Floor Plan**

- Dimensioned floor plan - list the use of each room and space
- Size, location, and type of all windows and doors
- Fire separations and fire-rated construction clearly identified, where required
- Include all stairs, landings, porches, decks, balconies, etc.

### **Framing / Structural Plan**

- Framing details for new walls, openings, stair, handrail, guard, deck, patio, balcony, etc.
- Underfloor ventilation calculations if crawl space
- Attic ventilation calculations
- Details for stair, handrail, guard, deck, patio, balcony, etc.

### **Mechanical, Plumbing, Electrical Plans**

- Size and location of electrical service main and sub-panels
- Locations of all electrical outlets (receptacles, lights, switches, etc.)
- Location of smoke and carbon monoxide alarms
- Location and type of space heating and cooling appliances
- Location and type of water heater
- Gas supply piping sizes, if applicable

## **Plan Intake Checklist – ADU** **Conversion of Existing Space Within Main Residence**

- Six complete plan sets (plus one additional set if project is in Flood Plain; and one additional set if construction valuation exceeds \$100k)
- Plans must be drawn to scale and legible on minimum 24"-inch paper
- Two sets of signed Energy Code Compliance documents (if changes are made to building envelope, ventilation, or lighting)
- City of Napa Residential High-Performance Building Checklist

- Fire sprinkler plans or letter from C-16 licensed contractor (if applicable) Note: Fire sprinkler plans must be submitted under separate cover.
- Complete Residential Permit Application and plan check fee

### **Cover Sheet**

- Project address
- Sheet Index
- Scope of Work (detailed written description of project)
- Applicable codes (2016 CRC, CMC, CPC, CEC, CA Energy Code, Cal Green, local ordinances, (CFC, NFPA 13-D if sprinklers are required)
- Occupancy (R3)
- Type of construction (VB for wood frame)
- Number of stories
- Square footage breakdowns for existing residence and proposed ADU area
- Name and signature of designer on all sheets (qualified person responsible for plans and permit)
- Site plan (if not provided separately)

### **Site Plan**

- North arrow
- property lines / lot boundaries and parcel size
- Location of all structures (detached garage, accessory structure, etc.)
- Setback distances from property lines to existing dwelling and other structures
- Existing utility lines and connection points (water, sewer, gas, electrical)

### **Floor Plan**

- Dimensioned floor plan - list the use of each room and space (existing and proposed)
- Locations of separate entrances (include door type and landing)
- Size, location, and type of all windows and doors
- Fire separations clearly identified
- Include all stairs, landings, porches, decks, balconies, etc.

### **Framing / Structural Plan**

- Framing details for new walls, openings, stair, handrail, guard, deck, patio, balcony, etc.

### **Mechanical, Plumbing, Electrical Plans**

- Size and location of electrical service main and sub-panels
- Locations of all new electrical outlets (receptacles, lights, switches, etc.)
- Location of smoke and carbon monoxide alarms
- Location and type of space heating and cooling appliances
- Location and type of water heater
- Gas supply piping sizes, if applicable

The following are example fee estimates for the various types of ADU's to help you with your construction budgets. These fees can vary due to local property conditions and are estimates only.

**Fee Estimate for a JADU 500 Square Feet As of 5/9/19**

<b>Description of Fee</b>	<b>Amount</b>
A – Building Permit	\$1,052.50
A – Building Plan Check Review	\$694.65
A – Fire Plan Check Review	\$252.60
A – Planning Plan Check Review	\$105.25
C- Building Standards Admin Fund	\$1.00
C – SMIP Tax – Residential	\$0.50
H – Plumbing Fee – Residential	\$158.00
L – Electrical Fee – Residential	\$158.00
S – Street Improvement	\$1,233.00
S – Utility Underground	\$1,127.00
<b>Total fees:</b>	<b>\$4,782.50</b>

**Fee Estimate for an ADU Garage Conversion Attached As of 5/9/19**

<b>Description of Fee</b>	<b>Amount</b>
A – Building Permit	\$1,052.50
A – Building Plan Check Review	\$694.65
A – Fire Plan Check Review	\$252.60
A – Planning Plan Check Review	\$105.25
C – Building Standards Admin Fund	\$1.00
C – SMIP Tax – Residential	\$0.50
H – Plumbing Fee – Residential	\$158.00
I - Mechanical Fee – Residential	\$158.00
L – Electrical Fee – Residential	\$158.00
M – Insulation Fee	\$158.00
S – Street Improvement	\$1,233.00
S – Utility Underground	\$1,127.00
<b>Total Fees:</b>	<b>\$5,098.50</b>

The following are example fee estimates for the various types of ADU's to help you with your construction budgets. These fees can vary due to local property conditions and are estimates only.

**Fee Estimate for an ADU 1200 Square Feet Detached As of 5/9/19**

<b>Description of Fee</b>	<b>Amount</b>
A – Building Permit	\$1,189.66
A – Building Plan Check Review	\$785.18
A – Fire Plan Check Review	\$285.52
A – Planning Plan Check Review	\$118.97
C – Building Standards Admin Fund	\$5.00
C – SMIP Tax – Residential	\$13.13
F – Park Impact Fee	\$2293.00
H – Plumbing Fee – Residential	\$ 158.00
I - Mechanical Fee – Residential	\$158.00
L – Electrical Fee – Residential	\$158.00
M – Insulation	\$158.00
P – Affordable Housing Impact Fee	\$5,700.00
S – Const. & Demolition Debris Building	\$100.00
S – Const. & Demolition Debris Recycling	\$200.00
S – Street Improvement	\$1,233.00
S – Utility Underground	\$1,127.00
<b>Total Fees:</b>	<b>\$13,682.46</b>

**Fee Estimate for an ADU 750 Square Feet Detached As of 5/9/19**

<b>Description of Fee</b>	<b>Amount</b>
A – Building Permit	\$1,052.50
A – Building Plan Check Review	\$694.65
A – Fire Plan Check Review	\$252.60
A – Planning Plan Check Review	\$105.25
C – Building Standards Admin Fund	\$1.00
C – SMIP Tax – Residential	\$0.50
F – Park Impact Fee	\$2,293.00
H – Plumbing Fee – Residential	\$158.00
I – Mechanical Fee – Residential	\$158.00
L – Electrical Fee – Residential	\$158.00
M – Insulation	\$158.00
P – Affordable Housing Impact Res. SNGL	\$3,562.50
S – Street Improvement	\$1,233.00
S – Utility Underground	\$1,127.00
<b>Total Fees:</b>	<b>\$10,954.00</b>

The following are example fee estimates for the various types of ADU's to help you with your construction budgets. These fees can vary due to local property conditions and are estimates only.

**Fee Estimate for an ADU 400 Square Feet Detached As of 5/9/19**

<b>Description of Fee</b>	<b>Amount</b>
A – Building Permit	\$1,052.50
A – Building Plan Check Review	\$694.65
A – Fire Plan Check Review	\$252.60
A – Planning Plan Check Review	\$105.25
C - Building Standards Admin Fund	\$1.00
C – Strong Motion Instrumentation Program – Residential	\$0.50
F – Park Impact Fee	\$2,293.00
H – Plumbing Fee - Residential	\$158.00
I – Mechanical Fee – Residential	\$158.00
L – Electrical Fee - Residential	\$158.00
M – Insulation	\$158.00
S - Street Improvement	\$1,233.00
S – Utility Underground	\$1,127.00
<b>Total Fees:</b>	<b>\$7,391.50</b>

## Concealed Construction Verification Guidelines for an ADU

### My ADU was built without permits and inspections- What can I do?

Owners of existing Accessory Dwelling Units, and other residential structures, built without benefit of permits and inspections may still be able to apply for a building permit to legalize the use. There is no fine or penalty for legalizing an existing Accessory Dwelling Permit. Applicants are subject to the same fees as a new Accessory Dwelling Unit project in effect at the time of submittal.

### Why Should I Permit My Accessory Dwelling Unit?

- An Accessory Dwelling Unit requires a building permit to be considered a legal dwelling unit; this includes a legal existing structure converted to a dwelling without a permit, (for example: converting a garage to an Accessory Dwelling Unit).
- Reduces health and safety risks.
- Increases the property value.
- Reduces potential liabilities as some home insurance policies do not cover unpermitted work.
- Minimizes risk of potential repercussions associated with complaints from tenants or neighbors.

### What do I need to know about the permit process?

Buildings must meet the minimum current building code requirements to receive a building permit. This may pose unique challenges for existing Accessory Dwelling Unit's, and other residential accessory structures, as such spaces may not have been originally designed to be habitable. These Accessory Dwelling Unit's may need upgrades, such as properly sized egress windows/doors in rooms used for sleeping purposes, openable windows to provide natural light and ventilation, weatherproofing, and other building requirements for a dwelling. Since the plan review will occur after work is finished and are often covered concealed, the owner of an existing structure will be responsible for making various components of the building accessible for inspection. This will require the removal of building finish material coverings. Special testing or reports performed by a testing agency approved by the Building Official may be required for foundations, electrical and/or mechanical systems.

## The Steps to Legalization

### Application & Review

1. Inquire at the City of Napa Community Development Department to determine if an Accessory Dwelling Unit is an allowable use on the property, and the associated applicable building and fire code requirements. **Note: This inquiry will not result in code enforcement action.**
2. Submitting the building permit application with applicable fees and plans initiates the building permit process. The applicant coordinates with Building Division staff to submit existing plans reflecting the entire project. Plans must be drawn to scale and include a site plan, floor plans, foundation plans, framing plans, exterior elevations, electrical, mechanical and plumbing plans. The plans are reviewed for consistency with the Building and Fire Code requirements. Additional or revised plans may need to be submitted to address City and California residential code requirements.

## The Steps to Legalization continued

### Inspections

1. Once the plans pass review and all applicable fees are paid, the building permit is issued. The structure must then be inspected for compliance with California Residential Codes. A City Building Inspector will determine finish material covering removal and testing requirements at the first inspection.
2. Building features that may be require inspection include, but are not limited to,
  - Expose the foundation as directed by the building inspector at a minimum of 3 locations so that the footing depth and width can be verified. A minimum of 2ft. X 2ft. inspection hole is required.
  - Drill a minimum of two (2) holes, 3/4" diameter, through the slab to verify minimum thickness of slab and materials below slab.
  - Provide written verification from an approved testing agency that reinforcing steel has been installed according to the approved plans. Ultrasonic test or R-meter scans are acceptable for this purpose.
  - Expose the foundation anchor bolts at a minimum of three locations as directed by the Building Inspector.
  - Expose all lateral resisting (shear) hold downs as shown on the approved plans.
  - Remove building finish/wall covering over shear paneling for faster inspection. A minimum 2ft. X 2ft. section and not less than one area per wall line will need to be exposed.
  - Expose framing hardware and structural connections as directed by the Building Inspector.
  - Provide underfloor and attic access. Areas must have adequate access, ventilation, and clearances.
  - If there is any structural welding in the residence will require the approval of a licensed engineer or architect and must be inspected by an approved certified welding inspector.
  - Submit load calculations per the California Electrical Code, Article 220. All circuits must be identified at the main or sub-panel and at each switch or receptacle outlet.
  - Remove cover plates from electrical outlets, switches, panels, etc. Expose the ground electrode and water bond connections. Remove light fixtures as directed. Expose concealed wiring as directed by the Building Inspector.
  - Interior gas piping must be exposed as directed and the entire gas piping system must be pressure tested at 10 psi for 15 minutes.
  - Exterior buried gas piping must be uncovered at each end and at 25-foot intervals, or as directed by the Building Inspector and air tested @ 10 psi.
  - Any new sewer drain line shall be exposed at the drain/waste connection to existing drainage system. If the piping is under a slab, then the slab may be required to cut, and the under slab excavated to the point of connection.
  - Plumbing drain, waste and vent systems shall be exposed as directed by the Building Inspector and the piping shall be air tested at 5 psi for 15 minutes.
  - Make components of the mechanical system (heating and air conditioning) visible for inspection. Remove access panels if necessary and provide manufactures installation instructions. Expose vent piping within walls.
  - Expose wall, ceiling and floor insulation as directed by the Building Inspector.

## **The Steps to Legalization continued**

### **Inspections**

- Provide certification by a California licensed contractor of plumbing, electrical and/or mechanical portions of the project. Certification shall identify the appropriate California licensed contractor responsible for doing work and verify that the project complies with the applicable codes in effect at the time of permit application date.

Note: For ADU submittal requirements from other City Departments contact them Individually.