The ADU Process

We are here to help you through your ADU building process. Please contact the Planning and Building Department at 707-257-9530 or emorris@cityofnapa.org with your questions and visit our website for more information.

1 Think About What You Want
Visit Napa Sonoma ADU to look at floorplans, hear from neighbors on what they built and look at photos for inspiration. You can also learn about city rules, use the Address Look-Up Tool to find out what you are eligible to build and estimate costs or rents using the ADU Calculator.

2 Talk to a Professional
Get a free ADU Feasibility Consult or contact the Planning Division to find out in advance about any special issues with your property.

3 Make a Sketch
Make a sketch of your property on an 8.5x11 piece of paper, including existing home, any other structures and proposed ADU. Use the exercises on Napa Sonoma ADU to complete.

4 Get a Planner's Advice
Now that you have a better idea of what you want to build, bring your sketch in. A planner will advise you on what rules might apply to your proposed ADU and what to consider.
- Contact Napa Sanitation about their separate permit application process
- Fill out ADU-Pre-Application Form
- Learn about JADU Initiative Program

5 Hire Experienced Professionals
Although you can build an ADU as an owner builder, we recommend hiring a licensed architect or designer to design your ADU and a licensed builder to construct it, or a design/build team for the entire process. Whoever you hire will help with the application process. Look at the free ADU Workbook for more information on this step and the entire process.

6 Prepare Application Package
- Building Permit Application
- 6 sets of plans (site, floor, and foundation plans, construction, and elevation details)
- Residential High-Performance Building Checklist
- Other requirements as applicable
- See ADU How to Permit Guide for more information and fee estimates

7 Submit Application and Pay
Submit all fees based on project valuation. Call for estimate. For a JADU Express Review, you must bring a sewer permit from Napa Sanitation and Deed Restriction, then pay all fees at that time.

8 Get Permit Issued
Reviews are complete within 21 business days. Resubmittals will be reviewed within 14 business days. Once your application is approved, Napa Sanitation permit is verified and fees are paid, you can collect your building permit.

9 Construct ADU
Check-in regularly with your builders or design/build team and make decisions about materials as needed. Timelines for construction vary, but 12-18 months is fairly common.

10 Schedule and Pass Inspection
Your builder will schedule a final inspection by visiting here or calling 707-257-9590. Once your ADU has passed, your ADU is ready for move-in!

MOVE-IN!
Your ADU’s address will be assigned by Public Works.

Sanitation and Deed Restriction
JADU Initiative Program

Other Requirements
Building Permit Application
Free ADU Workbook
JADU Express Review
Free ADU Calculator
12-18 months
Learn About Our Junior Unit Initiative Program
Junior ADUs (JADUs) are located within the existing footprint of a single-family home, including within an attached garage, and are no more than 500 square feet. Our Junior Unit Initiative Program provides forgivable loans up to $50,000 and other grants for building a JADU. Call 707-257-9430 or email planningdepartment@cityofnapa.org to learn more.

Legalize Your Existing ADU
If you constructed an ADU without getting a building permit, you may want to consider legalizing it. Doing so can reduce liability and risks to occupants, increase property value and provide peace of mind. Call 707-257-9530 or email planningdepartment@cityofnapa.org to learn more. There is no fine or penalty for legalizing an existing ADU and no enforcement will result from reaching out for more information.

Utilities and Special Circumstances
In addition to applying for a building permit, you will need a sewer permit. You may also need to meet requirements with other agencies or departments, depending on your property and its location.

- **Napa Sanitation:** Every ADU needs a sewer permit before it can be issued a building permit. Call 707-258-6000 x401 or visit Napasan.com for more information.
- **Utilities:** New or separate utility connections may be required. However, fees or capacity charges will be proportional to the impact of the ADU.
  - Water - City of Napa Utilities Department 707-257-9521
  - Gas and Electricity - PG&E 707-257-5918
- **Fire Safety:** JADUs must have smoke and carbon alarms, and ADUs and JADUs must have fire sprinklers if they are required in the primary home. Call the Fire Prevention Division at 707-257-9590 for more information.
- **Soils Report:** May be required if your ADU is on an earthquake fault or flood zone.