



# ACCESSORY DWELLING UNITS (ADUs)

The following are submittal requirements for a new one-story SADU, or a SADU or JADU created from existing square feet in conjunction with an existing single-family dwelling unit or duplex. A submittal missing any of the checked items will not be accepted.

Applications must be digitally submitted online - <https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/permit-center>.

Date: \_\_\_\_\_

Staff Contact: \_\_\_\_\_

## PROPERTY INFORMATION

Site Address: \_\_\_\_\_

APN: \_\_\_\_\_

Zoning: \_\_\_\_\_ Combining District: \_\_\_\_\_

Lot Size: \_\_\_\_\_

## PROPOSAL INFORMATION

Project Description: \_\_\_\_\_

## PERMIT TYPE

☐ Miscellaneous Plan Permit

☐ Building Permit Review

## SUBMITTAL MATERIALS

☐ Owner Certification

☐ Plans including the following:

- ☐ **Project Data** - Including property address, location map, scope of work, building type, occupancy classification, lot size, existing and proposed calculations of living area, garage, other floor area (such as covered porches at front door, attached covered patios or sheds), Floor Area Ratio (FAR), lot coverage and grade differential of adjacent properties. See **Project Data Sheet Template**.
- ☐ **Site Plan** - Including lot dimensions and the location of all structures, property lines, adjacent right-of-way, sidewalk, planter strips, easements, rear yard power lines, setbacks, vision triangles, distances between structures, sewer, water and gas lines, main electrical panel location, PG&E power pole location, and protected trees for both existing and proposed.
- ☐ **Floor Plans** - Provide dimensions for both existing and proposed structures on the property.
- ☐ **Roof Plan** - Indicate the existing and proposed roof plan including slope.
- ☐ **Roof Plan**
- ☐ **Architectural Elevations** - Provide both existing and proposed. Elevations should include the roof pitch and exterior materials.
- ☐ **Cross Sections** - Provide lateral and transverse cross sections for proposed structures.
- ☐ **Building Height** - Provide site section as measured:
  - **For ADUs attached to the primary dwelling unit** the height is measured from the top of curb or center street line.
  - **For ADUs detached from the primary dwelling unit** the height is measured at the vertical distance from the average finished grade within five feet of the ADU to the highest point of the ADU.

## SUBMITTAL MATERIALS CONT'D

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- ☐ Electrical Plan
- ☐ Foundation Plan
- ☐ Floor Framing Plan
- ☐ Structural Details - Provide details for foundation, floor, walls, ceiling/roof, and handrails.
- ☐ Structural Calculations
- ☐ CALGreen Checklist
- ☐ Build it Green Checklist - (included on a plan sheet)
- ☐ Energy Report (Title 24)
- ☐ Fee (non-refundable) \_\_\_\_\_

## ADDITIONAL ITEMS THAT MAY BE REQUIRED

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- **Deed Restriction:** If you are creating a new Junior Accessory Dwelling Unit, prior to issuance of a building permit, the property owner will be required to sign and record a deed restriction on the property that states the property shall be owner-occupied from the date of recordation as long as the JADU remains on the property. The deed restriction forms and recordation instructions will be provided by the Planning Division.
- **Utility Hookups:** A utility fee may be required for new or expanded SADUs. If the primary dwelling unit is low occupancy (2-bedroom or fewer) and an SADU is constructed, then the property will be considered standard occupancy (3-bedroom or more) and current incremental sewer and water connection fees will be required. Please consult with the Engineering Division of the Public Works Department as the fee varies. The fee will be collected at issuance of building permit.
- **Transportation Impact Fee (TIF):** SADUs 750 sq. ft. or greater will require the payment of a TIF prior to issuance of a Building Permit. The Planning Division will calculate this fee based on proportionality of the ADU to the primary dwelling unit.

## RESOURCES

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- **Planning Division - Single-Family and Duplex Residential:**  
<https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/permit-center/single-family-and-duplex-residential>
- **Building and Fire Codes:**  
<https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/building-and-fire-codes>
- **Homes, Streets and Property:**  
<https://www.sunnyvale.ca.gov/homes-streets-and-property>