



# ACCESSORY DWELLING UNITS: GENERAL INFORMATION

## What is an accessory dwelling unit (ADU)?

An **Accessory Dwelling Unit (ADU)** is a dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with an existing or proposed primary residence. It includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a single-unit or multiple-unit residential dwelling is or will be situated.

## What are the different types of ADUs?

**Attached ADU:** Added to a proposed or existing primary residence; new construction.

**Detached ADU:** A freestanding structure; new construction.

**Converted ADU:** Located within the physical dimensions of an existing or proposed single-unit dwelling or an existing accessory structure, or within the non-livable area in an existing multiple-unit residential dwelling structure.

## What is a junior accessory dwelling unit (JADU)?

A **Junior Accessory Dwelling Unit (JADU)** is a unit that is no more than 500 square feet in size and contained entirely within an existing or proposed single-family residence. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure.

## How do I apply for an ADU or JADU?

Applications are submitted to the Building Division, and the plans are reviewed ministerially by the Planning Division within 60 days of deeming an application complete.

## Frequently Asked Questions on ADU and JADU Standards<sup>1</sup>

What is the...	Accessory Dwelling Unit (ADU)			Junior Accessory Dwelling Unit (JADU)
	Attached	Detached	Converted	
<b>Eligible Site</b>	Any lot that allows a single-unit or multiple-unit residential dwelling.			Any lot that allows a single-unit dwelling.
<b>Maximum # Allowed</b>	<p><b>Single-Unit Lot (existing or proposed single-unit dwelling):</b></p> <ul style="list-style-type: none"> <li>One (1) ADU – within the proposed or existing space of the home or an accessory structure, detached, or attached – AND one (1) JADU per lot</li> </ul> <p><b>Multiple-Unit Lot (existing or proposed multiple-unit residential dwelling):*</b></p> <ul style="list-style-type: none"> <li>25% of existing units or one (1) unit, whichever is greater, within existing areas not currently used as livable space AND two (2) detached ADUs, <b>OR</b></li> <li>One (1) attached ADU</li> </ul> <p><i>*Additional options may be available under circumstances outlined in SSFMC Section 20.350.003.</i></p>			One (1) JADU per <u>single-unit lot only</u> within the proposed or existing space of the home.

<sup>1</sup> Development standards are summarized in general here and are set forth more specifically in Section 20.350.003 of the Municipal Code. Zoning and development standards are waived for certain ADUs pursuant to Section 20.350.003(H).

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	Attached	Detached	Converted	
<b>Minimum Setback</b>	<ul style="list-style-type: none"> <li>• Front: Setback requirement of the Zoning District</li> <li>• Interior/Street Side: 4 feet</li> <li>• Rear: 4 feet</li> <li>• Distance between structures: 4 feet, inclusive of roof eaves</li> </ul>		N/A – conversion of existing space.	N/A – conversion of existing space.
<b>Maximum Height</b>	Height requirement of the Zoning District.	<ul style="list-style-type: none"> <li>• Two-story, up to 18 feet.</li> <li>• Up to 20 feet for units where roof pitch is aligned with the roof pitch of the primary dwelling unit AND site is located within ½ mile walking distance from transit.</li> </ul>	N/A – conversion of existing space.	N/A – conversion of existing space.
<b>Maximum Lot Coverage</b>	Lot coverage requirement of the Zoning District (allowed 800 sq. ft. even if lot coverage requirements are not met).			N/A – conversion of existing space.
<b>Maximum Floor Area</b>	<ul style="list-style-type: none"> <li>• FAR requirement of the Zoning District (allowed 800 sq. ft. even if FAR requirements are not met).</li> <li>• 50 % of primary unit floor area or 800 sq. ft., whichever is greater, with a maximum of 1,000 sq. ft.</li> </ul>	<ul style="list-style-type: none"> <li>• FAR requirement of the Zoning District (allowed 800 sq. ft. even if FAR requirements are not met).</li> <li>• 1,000 sq. ft.</li> </ul>	Up to the physical dimensions of the converted space or accessory structure, but an expansion of up 150 sq. ft. to accommodate ingress and egress or habitability requirements under applicable building code provisions is permitted.	500 sq. ft.
<b>Entry Requirement</b>	Exterior entry required.			<ul style="list-style-type: none"> <li>• Interior entry to the primary dwelling required for shared sanitation facilities.</li> <li>• Exterior entry required.</li> </ul>

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	Attached	Detached	Converted	
<b>Design Guidelines</b>	<p><b>Single-Unit Lot:</b></p> <ul style="list-style-type: none"> <li>Site and design standards specified in Section 20.310.002 AND Section 20.310.003 for Single-Unit and Duplex Design.</li> </ul> <p><b>Multiple-Unit Lot:</b></p> <ul style="list-style-type: none"> <li>Site and design standards specified in Section 20.310.002 AND Section 20.310.004 for Multifamily and Mixed-Use Design.</li> </ul>	<p>Site and design standards specified in Section 20.310.002 AND Section 20.310.003 for Single-Unit and Duplex Design.</p>	<p>N/A – Conversion of existing space.</p>	<p>N/A – Conversion of existing space.</p>
<b>Parking Requirement</b>	<p>1 space per ADU or per bedroom, whichever is less; may be provided as tandem parking on a driveway.</p> <p>ADU parking waived if:</p> <ul style="list-style-type: none"> <li>Within ½ mile walking distance from transit;</li> <li>In historic district;</li> <li>Converted within existing or proposed primary residence or accessory structure;</li> <li>Submitted with an application to create a new primary single- or multiple-unit dwelling;</li> <li>On-street parking permit required and not offered to ADU; or</li> <li>1 block from car share.</li> </ul>			<p>None.</p>
<b>Parking Replacement</b>	<p>None.</p>			
<b>Occupancy Requirements</b>	<p>None.</p>			<p>The owner must occupy the primary residence or the JADU.</p>
<b>Use Limitations</b>	<ul style="list-style-type: none"> <li>An ADU/JADU cannot be sold separately from the primary dwelling.</li> <li>An ADU/JADU cannot be rented for terms less than 30 days.</li> </ul>			
<b>Deed-Restriction</b>	<p>A deed-restriction needs to be filed to acknowledge the occupancy, ownership and size restrictions – see the Planning Division for the deed-restriction form.</p>			

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<b>Fees Required</b>	<ul style="list-style-type: none"> <li>• <b>Building Permit Fees:</b> Approximately 10% of the valuation. This includes plan check and MEP's.</li> <li>• <b>Sewer Capacity Charges:</b> Only an ADU constructed with a new single-unit or multiple-unit residential dwelling shall be required to pay a sewer capacity charge. The amount charged shall be proportionate to the size in square feet of the ADU or its drainage fixture unit (DFU) values.</li> <li>• <b>Utility Services (excluding Sewer Service):</b> Only an ADU constructed with a new single-unit or multiple-unit residential dwelling shall be required to have a new or separate utility connection. If a new or separate utility connection is required, or installed upon request of the property owner, a connection fee or capacity charge shall be charged that is proportionate to the size in square feet of the ADU or its DFU values. (SSF MC § 20.350.003(M)(2)).</li> <li>• <b>Engineering Sewer Video/Encroachment:</b> A sewer video is required on MOST ADU's. The fee to review the video is \$78.00 and the Compliance Certificate is \$79.00. (Should the video fail, the cost to replace the sewer averages from \$10,000 to \$20,000, depending on the extent). An encroachment permit will be required with an average cost of \$332 permit fee, \$160/hr. inspection fee and a deposit of \$2,000.00.</li> <li>• <b>School Fees:</b> The South San Francisco School District requires payment of school fees for ADUs exceeding a certain size. The fee is payable directly to the school district at \$3.79 a sq. ft.</li> </ul>			
<b>Public Utility Easements</b>	For new construction, contact PG&E early in the design process and obtain preliminary clearance for the project. Click on the <a href="#">PG&amp;E Handout</a> for more details and links to PG&E required documents. PG&E approvals will be required with Building Permit submittal.			
<b>Fire Requirements</b>	The owner of the proposed project shall provide to the Fire Marshal a dimensioned drawing showing the distance of the furthest point of building construction to the nearest fire access lane and to the nearest fire hydrant. For further information, contact the Fire Marshal at 650.829.6645.			