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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | ADU Requirements Worksheet | | | | | | | | |
| **Are you thinking about building an ADU?** These checklists will help you understand requirements, what to consider and what to submit for your Planning review and Building permit application. This worksheet is for your reference only and does not need to be submitted with other permit forms. | | | | | | | | |
| **We are here to help.** Please contact the Planning Department at [planning@cityofepa.org](mailto:planning@cityofepa.org), call 650-853-3100 or visit the Permit Center at 1960 Tate Street, Mon/Tues/Thurs 9am – 12pm and 1 – 4pm or Wed/Fri with a virtual appointment. Visit our [website](https://www.ci.east-palo-alto.ca.us/planning/page/accessory-dwelling-units-adus), read the [ADU Handout](https://www.ci.east-palo-alto.ca.us/planning/page/accessory-dwelling-units-adus) and find contact info and resources on the final pages.  **Visit the** [**SMC ADU Resource Center**](http://smcadu.org/) **for additional resources** and toget inspired. Use the [Symbium Build](https://symbium.com/) tool to find out what you are eligible to build or the [ADU Calculator](https://smcadu.org/calculator) to estimate costs or rents, and download the [ADU Guidebook](http://smcadu.org/guidebook) with information on each step of the ADU process. | | | | | | | | | | |
| A | Property and Project Information | | | | | | | | | |
| This checklist will help you understand if an ADU is allowed on your property, if there are special issues to be aware of early in the process and what other agencies you may need to follow up with about additional fees or permits. Use this checklist to help you gather info for the [Preliminary Ministerial Review Clearance form](https://www.cityofepa.org/sites/default/files/fileattachments/planning/page/12701/adu_-_city_of_east_palo_alto_adu_pmr_clearance_form_9.23.2024_final.pdf). | | | | | | | | | | |
| Applicant Contact Information | | | | | | | | | | |
| **Name:** | | | | **Phone:** | | | | **Email:** | | |
|  | | | | | | | | |  | |
| Parcel and Property Information | | | | | | | | | | |
| **Project Address:** | | | | | | | | | | |
| **Zoning Designation:** | | | | | | **Assessor’s Parcel Number (APN):** | | | | |
| **Lot Size (square feet):** | | | | | | **Main Home Size (square feet):** | | | | |
| **Height:** | | | | | | **Number of Stories:** | | | | |
| **Dwelling Type (circle one):** single-family / two or multi-family | | | | | | **Existing ADUs (# and type):** | | | | |
| **Additional Parcel Designations:**  Flood zone  Liquefaction zone  Dedicated easement  Historic resource | | | | | | | | | | |
| **Fire Sprinklers in Primary Unit:**  Yes  No | | | | | | **Fire Alarm (manual/automatic):**  Yes  No | | | | |
| Project Type and Specifications (Project Description) | | | | | | | | | | |
| **Floor Location (circle one or both):**  1st floor / 2nd floor | | | | | **Location on property (circle):** rear / side / interior | | | | | |
| **Type:**   JADU  Converted  Detached  Attached  Legalizing Existing Unit | | | | | | | | | | |
| **Conversion:**   Portion of Primary Residence  Accessory Structure  Attached Garage  Detached Garage | | | | | | | | | | |
| **Size (square feet):** | | | **Height (feet):** | | | | **Setbacks (feet from side/rear property line):** | | | |
| Special Site Circumstances to Address | | | | | | | | | Applicable | Complete |
| **Historic Preservation**  Verify if the property listed in the [city’s historic resources inventory report](https://www.cityofepa.org/planning/page/historic-preservation). | | | | | | | | |  |  |
| **Parking Replacement**  One spot may be required (tandem is allowed). No parking is required for JADUs or if the ADU is exempt under state law. See the [ADU Handout](http://www.cityofepa.org/planning/page/accessory-dwelling-units-adus) for details. | | | | | | | | |  |  |
| **Additional Utilities, Water, or Sewer**  ADUs converted from existing space and JADUs do not require connection fees or capacity charges. For info about capacity charges for all other ADUs, contact PG&E, Recology, Fire, your utility providers (see Contact Info in the [ADU Handout](http://www.cityofepa.org/planning/page/accessory-dwelling-units-adus)). | | | | | | | | |  |  |
| **Fire Sprinklers and Alarms**  Fire sprinklers are only required for ADUs if required for the primary house. Inadequate fire flow or fire department access will require mitigation. Talk to City staff if this applies. | | | | | | | | |  |  |
| **Soil Study**  A soils report is required for all new construction per California Building Code Section 1803.2. ADUs may complete the [soils waiver form](https://www.cityofepa.org/sites/default/files/fileattachments/building_amp_code_enforcement_services/page/8991/epa_soils_report_waiver.pdf). | | | | | | | | |  |  |
| **Flood Zone**  A new construction ADU or a converted ADU whose valuation (improvement value) is higher than 50% of the value of the existing primary dwelling will be required hire a surveyor to provide an Elevation Certificate. | | | | | | | | |  |  |
|  | | | | | | | | |  | |
| Other Agency Fees and Permits | | | | | | | | | Applicable | Complete |
| **School Fees**  ADUs over 500 square feet pay fees by the square foot. Fees are updated annually. Check [Ravenswood School District](https://www.seq.org/DEPARTMENTS/Administrative-Services/Maintenance--Operations/School-Impact--Developer-Fees/index.html) for updates. | | | | | | | | |  |  |
| **Development Impact Fees (Parks & Trails, Stormwater)**  No city impact fees for ADUs under 750 square feet or attached ADUs. See [Fee Schedule](https://www.ci.east-palo-alto.ca.us/finance/page/comprehensive-fee-schedule). | | | | | | | | |  |  |
| **Fire District Fees**  Flat fee for plan review and inspection. See [Menlo Fire](https://www.menlofire.gov/media/News/January%2023/Proposed%20Fee%20Schedule%202023.pdf) for more info. | | | | | | | | |  |  |
| **East Palo Alto Sanitary District (EPASD) Fees**  See [EPASD fee schedule](https://www.epasd.com/home/showpublisheddocument/6526/638228860516770000) for more info. | | | | | | | | |  |  |

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| --- | --- | --- |
| B | Building Permit Application Checklist | |
| This checklist will help you learn what to submit for your building application. Homeowners are encouraged to hire a licensed architect, designer or builder to draw up plans and prepare the application. Detailed submittal requirements and more information about the building permit process [can](https://www.cityofepa.org/sites/default/files/fileattachments/building_amp_code_enforcement_services/page/8991/building_division_submittal_flow_chart.pdf) be found in the Permit Forms, Resources and Fee Information section at the end of this document. | | |
| What to Submit | | Complete |
| **PDF Plan Set**  Landscape orientation  Minimum Scale:   * ¼” = 1’–0” for building plans, elevations, and sections * ¾” = 1’ – 0” for building details and sections   Minimum Font Size: 10 pt. or 1/10” in  Must include: Project address, sheet count, bookmarks, revision number and date | |  |
| **Site Plan** | |  |
| **Floor Plan** | |  |
| **Building and Exterior Elevations** | |  |
| **Foundation Plan** | |  |
| **Plumbing, Electrical, and Mechanical Plans** | |  |
| **Energy Requirements** | |  |
| **Fire Plan Submittal**  Submit plans through the [Menlo Park Fire Plan Submittal Portal](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2faca-prod.accela.com%2fmpfd%2fDefault.aspx&c=E,1,BnUzY0KxHrm-Fu3SZkG5msq-ENzAQwEuEpLfwovqFrJJKR3xR0evJ2AiRGfHZOoidQmWz3XYJOVrtzti2JiVSQtv5CKdQeZFaTfupBlxsEweodpBeYuvZGa6y6g,&typo=1). Instructions available [here](https://www.menlofire.gov/plan-submittal). | |  |
| **Calculations (if required)**  Title 24 State Energy Compliance Documents  Structural Calculations  Soils Report or [Soils Report Waiver](https://www.cityofepa.org/sites/default/files/fileattachments/building_amp_code_enforcement_services/page/8991/epa_soils_report_waiver.pdf) | |  |
| **Other Agency Permits and Fees Paid (if required)** | |  |

## Contact Information

#### ****Planning:**** [planning@cityofepa.org](mailto:planning@cityofepa.org)

**Building:** [building@cityofepa.org](mailto:building@cityofepa.org)   
**Phone:** 650-853-3100   
**Fax:** 650-853-3179  
**Address:** 1960 Tate Street, East Palo Alto, CA 94303  
**East Palo Alto ADU Webpage:** [www.cityofepa.org/planning/page/accessory-dwelling-units-adus](http://www.cityofepa.org/planning/page/accessory-dwelling-units-adus)  
**Building Services Division Webpage:** [www.cityofepa.org/building](https://www.cityofepa.org/building)

## Permit Center Hours:

Mon, Tues, Thurs 9am – 3:45pm (Closed 12pm – 1pm)  
Virtual Appointments: Wed and Fri   
**For urgent issues or existing projects:** 650-853-3189

## Resources

See the [ADU Handout](http://www.cityofepa.org/planning/page/accessory-dwelling-units-adus) to learn more about the ADU process and rules.

San Mateo County ADU Resource Center website: [www.smcadu.org](http://www.smcadu.org)

ADU Guidebook [www.smcadu.org/guidebook](http://www.smcadu.org/guidebook)

Home for All Second Unit Toolkit [www.homeforallsmc.org/toolkits/second-units](https://homeforallsmc.org/toolkits/second-units/)

Symbium Build Property Lookup Tool [www.symbium.com](http://www.symbium.com).com

## Pre-designed ADU Plans

East Palo Alto ADU Plans Gallery [www.cityofepa.org/planning/page/accessory-dwelling-units-adus](http://www.cityofepa.org/planning/page/accessory-dwelling-units-adus)

GLADUR pre-reviewed ADU plans and handbook [www.heartofsmc.org/programs/adu-center](http://www.heartofsmc.org/programs/adu-center)

## Permit Forms, Resources and Fee Information

[Preliminary Ministerial Review Clearance](https://www.cityofepa.org/sites/default/files/fileattachments/planning/page/3751/2023_adu_zoning_clearance_form-final.pdf) Form for ADUs [www.cityofepa.org/sites/default/files/fileattachments/planning/page/12701/adu\_-\_city\_of\_east\_palo\_alto\_adu\_pmr\_clearance\_form\_9.23.2024\_final.pdf](https://www.cityofepa.org/sites/default/files/fileattachments/planning/page/12701/adu_-_city_of_east_palo_alto_adu_pmr_clearance_form_9.23.2024_final.pdf)

Building Permit Application Form [www.cityofepa.org/sites/default/files/fileattachments/building\_amp\_code\_enforcement\_services/page/86/building\_permit\_application.pdf](https://www.cityofepa.org/sites/default/files/fileattachments/building_amp_code_enforcement_services/page/86/building_permit_application.pdf)

Building Permit Digital Submittal Requirements [www.cityofepa.org/sites/default/files/fileattachments/building\_amp\_code\_enforcement\_services/page/8991/digital\_submittal\_requirements.pdf](https://www.cityofepa.org/sites/default/files/fileattachments/building_amp_code_enforcement_services/page/8991/digital_submittal_requirements.pdf)

Soils Report Waiver Request [www.cityofepa.org/sites/default/files/fileattachments/building\_amp\_code\_enforcement\_services/page/8991/epa\_soils\_report\_waiver.pdf](https://www.cityofepa.org/sites/default/files/fileattachments/building_amp_code_enforcement_services/page/8991/epa_soils_report_waiver.pdf)

City of East Palo Alto Fee Schedule 2023 [www.cityofepa.org/sites/default/files/fileattachments/finance/page/4461/east\_palo\_alto\_master\_fee\_schedule\_eff\_07.01.2023.pdf](https://www.cityofepa.org/sites/default/files/fileattachments/finance/page/4461/east_palo_alto_master_fee_schedule_eff_07.01.2023.pdf)

City of East Palo Also Historic Resources Inventory Report <https://www.cityofepa.org/planning/page/historic-preservation>

## Project Assistance and Financing

East Palo Alto Community Alliance Neighborhood Development Organization (EPACANDO) website [www.epacando.org/cando-adu](http://www.epacando.org/cando-adu)

Hello Housing Bright in Your Backyard ADU Pilot Program [www.helloadu.org](https://www.helloadu.org/)

San Mateo County Housing Leadership Council website [www.hlcsmc.org](https://hlcsmc.org/)

City of East Palo Alto CalHOME ADU/JADU Loan Program [www.cityofepa.org/sites/default/files/fileattachments/planning/page/12701/2023\_calhome\_flyer.pdf](https://www.cityofepa.org/sites/default/files/fileattachments/planning/page/12701/2023_calhome_flyer.pdf)

California Housing Finance Agency ADU Grant Program [www.calhfa.ca.gov/homebuyer/programs/adu.htm](https://www.calhfa.ca.gov/homebuyer/programs/adu.htm)

SMC Assessor’s Office Accessory Dwelling Units webpage [www.smcacre.org/post/accessory-dwelling-unit](https://www.smcacre.org/post/accessory-dwelling-unit)