



JUNIOR ACCESSORY DWELLING UNIT CHECKLIST

Development Service Department • 777 B Street Hayward, CA 94541

<https://www.hayward-ca.gov/content/accessory-dwelling-unit-information-and-permit-process>

Project Address: _____ **APN:** _____

JADUs (Junior Accessory Dwelling Units) are semi-independent living spaces no larger than 500 square-feet within a portion of an existing single-family home such as an attached garage, great room, home office, etc. Detached garages or other detached structures may not be converted into a JADU. JADUs shall include a bedroom, a food preparation area with a countertop and storage cabinets and may include a separate bathroom.

JADUs are permitted to be constructed on properties with existing or proposed single-family dwellings pursuant to State law – Government Code Sections 66333 through 66339.

Eligibility Worksheet – Below are development standards for JADUs. Please indicate whether the proposed project meets these standards by filling in the blanks and circling “YES” or “NO” for each section. If you answer yes to all of the questions, your application is eligible for ministerial JADU review by staff. If you answered no to any of the questions, your application does not qualify for JADU Clearance and may require further review for compliance.

Does the JADU meet the following development standards?	Compliance (Circle One)	
1. <u>Zoning</u> . Does the project site contain an existing or proposed single-family residence on the property?	Yes	No
2. <u>Construction Documents</u> . Are the plans prepared by a professional designer/draftsperson, architect or engineer that has knowledge of the California Residential Code and prior experience with home additions and/or ADUs?	Yes	No
3. <u>Quantity</u> . Properties with existing or proposed single-family residences are limited to one (1) Detached/Attached ADU and one (1) JADU. Will the project site be under the allowed quantity with the proposed JADU?	Yes	No
4. <u>Setbacks</u> . No setbacks are required for JADU conversions of existing, permitted structures. If applicable, you may add 150 square-feet of additional floor area to the existing structure to accommodate the ingress and egress for the JADU. The additional floor shall maintain the following setbacks: a. Street-Side and Interior Side Yard: 4-Feet b. Rear Yard: 4-Feet c. Front Yard: Conform to Underlying Zoning District d. Setback from Other Structures: 5-Feet Will the JADU and if applicable, the JADU addition, conform to all minimum required setbacks?	Yes	No N/A
5. <u>Maximum Unit Sizes and Floor Area</u> . JADUs are internal conversions of existing space and are allowed up to 150 square-feet of additional floor area limited to accommodating ingress and egress but shall not exceed 500 square-feet. Is the proposed JADU equal to or less than 500 square-feet?	Yes	No
6. <u>JADU Cooking Facilities</u> . JADUs are required to include at minimum, an efficiency kitchen which shall include a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU. Will the proposed JADU have the required elements of an efficiency kitchen?	Yes	No N/A
7. <u>Fire Sprinklers</u> . JADUs shall be required to have fire sprinklers if either of the following conditions exist. - The primary residence has fire sprinklers. - There are any active improvements or additions that would require the primary residence to have fire sprinklers. Will the proposed JADU meet the fire sprinkler requirements?	Yes	No N/A

8. <u>Separate Sale</u> . JADUs shall not be sold or otherwise conveyed separate from the primary residence. Does the applicant and property owner acknowledge this requirement?	Yes	No
9. <u>Short Term Rental</u> . JADUs shall not be utilized as commercial short-term rentals (i.e. rentals less than 30 days). Does the applicant and property owner acknowledge this requirement?	Yes	No
10. <u>Utility Connection and Capacity Charges for Water and Sewer Services</u> : Utility connection and capacity charges for water and sewer services apply to all JADUs. For more information, please see attached utility checklist for ADUs. Does the applicant and property owner acknowledge this requirement?	Yes	No
For JADUs that share sanitation facilities (i.e. bathroom) with the primary residence		
11. <u>Owner Occupancy</u> . If the primary residence and JADU share sanitation facilities, the property owner shall reside in either the primary residence or new JADU. A deed restriction shall be recorded with the County of Alameda Clerk-Recorder's Office prior to building permit issuance for JADUs. Does the applicant and property owner acknowledge this requirement?	Yes	No
12. <u>Unit Connection and Entrances</u> . JADUs that share sanitation facilities shall be required to have internal connection to primary residence and shall be required to have separate exterior access. Does the JADU meet the egress, access, and internal connection requirements?	Yes	No
For JADUs that do not share sanitation facilities (i.e. bathroom) with the primary residence		
13. <u>Unit Connection and Entrances</u> . JADUs with separate sanitation facilities may, but are not required to, have internal connection to the primary residence and shall be required to have separate exterior access. Does the JADU meet the egress, access, and internal connection requirements?	Yes	No
14. <u>Fire Rating Requirement</u> . If the JADU does not have fire sprinklers, it will require a 1-hour fire rated wall that extends from the bottom of the footing to the underside of the roof deck to fully separate the main dwelling unit from the JADU. The 1-hour fire rating also applies to the floor/ceiling assembly between the units. (See CRC R302.2) <u>Exception</u> : If the primary residence and the proposed JADU have fire sprinklers, the separation requirement is 1/2-hour. Are sections and details included in the construction documents to show compliance with the required fire rated separation between the JADU and primary dwelling?	Yes	No N/A
15. <u>JADU Address</u> : All JADUs with separate sanitation facilities shall have their own independent address. Does the applicant and property owner acknowledge this requirement?	Yes	No

Code Enforcement Violation: **Is the proposed JADU associated with an open code enforcement case?** If yes, please provide the following information.

CE Case #: _____ CE Inspector: _____