Process Flowchart:

ACCESSORY DWELLING UNITS

STEP 1. PRE-APPLICATION SUBMITTAL

Review ADU Guidelines, ADU Submittal Checklist, and Chapter 17.32 of the Municipal Code

Consider working with a Licensed Architect, Designer, Engineer, and/or Contractor to prepare plans

STEP 2. PLANNING APPROVAL

Submit ADU/JADU application to Planning Division (See application submittal requirements)

30-day Review by City

Application complete and meets all requirements?

No → Comment letter issued to applicant. Applicant revises application materials and resubmits.

Yes → Approval Notice issued to applicant

Applicant records Deed Restriction with County Recorder

STEP 3. BUILDING PERMIT

Submit Building Permit application to Building Division, with plan check fees

Review by City (+/- 10 business days)

Application complete and meets all requirements?

No → Comment letter issued to applicant. Applicant revises application materials and resubmits.

Yes → Applicant notified. Building Permit fees paid.

Building Permit Issued

STEP 4. CONSTRUCTION

Schedule & Pass Inspections → Pay Impact Fees, if applicable, and receive "Final Occupancy" for ADU