



# Community & Economic Development Planning and Building Division Handout

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**CITY OF SAN PABLO**  
City of New Directions

## Accessory Dwelling Units – Planning and Building Division Requirements

### Purpose

This handout discusses the requirements to allow an Accessory Dwelling Unit (ADU), which is a separate smaller residential unit on a parcel that has an existing single family residence. An ADU is allowed by right in the City of San Pablo. This handout also describes the setbacks, and other development standards from the Planning Division. If an ADU is approved, this handout explains the requirements for plan submittals and the process of acquiring necessary permits. Approval must be obtained from the City of San Pablo Building Division before starting any work. *Please view Section 17.60.070 for the codified language on Accessory Dwelling Units.*

### What are the Zoning requirements to establish an Accessory Dwelling Unit?

- **The property owner must live in either the main residence or ADU. Renting both units is not allowed. A deed restriction will be recorded against the property which states that the property owner will reside in one of the units. Yearly certification of owner occupancy of one of the units is required by the City.**
- Sale or ownership of the ADU separate from the primary residence is also prohibited.
- The following are the requirements for Accessory Dwelling Units:
  - **The property owner must live in one of the two units.**
  - Only allowed in the R-1, R-2, R-3, R-4 and RMU zoning district in conjunction with single family dwellings.
  - Only allowed on lots that are greater than 5,000 square feet in size.
  - Only one ADU allowed per parcel.
  - Are a maximum of 700 square feet. ADUs in excess of 700 square feet may be approved by a conditional use permit, but may not exceed 1200 feet.
  - No ADU, either attached or detached, can exceed 50 percent of size of the living area of the primary dwelling.
  - The City does not require you to install a new or separate utility connection directly between the ADU and the utility, ***unless the utility connection is required by the utility provider.*** You may voluntarily install a new or separate utility connection.
  - There are no parking requirements for the ADU over the parking requirements of the home within the City of San Pablo. However, if an ADU is formed by the conversion of an existing garage, the parking spaces must be replaced so that the house has the required parking.
- An ADU can be created by:
  - Adding a separate unit onto an existing single family residence.
  - Altering an existing residential structure to add a second kitchen and additional bathroom that are not shared by the single family residence.
  - Converting an attic or basement space. Using an existing garage or carport area for an ADU can occur only if the off-street parking can be provided on the property and is in full compliance with the appropriate zoning district setback requirements.
  - Creating a new separate structure on a parcel in addition to the single family residence.
- Lot Coverage: No more than 45 percent, including all structures on the property.
- Setback requirements:
  - An attached ADU must comply with the setbacks for the R-1 zoning district. These setbacks are:
    - 20 feet from the front property line
    - 15 feet from the rear property line

- 4 feet from the side property line per side for a single-story house; 8 feet per side/18 feet for a two-story house. A maximum of 10 feet per side, or 20% of the parcel width per side for both sides.
  - A maximum of 12 feet in height.
- A detached ADU must comply with the standards for Accessory Dwelling Units outlined in the chart titled “Development Standards for Accessory Dwelling Units” below.
- **The property owner must live in either the main residence or ADU. Renting both units is not allowed. A deed restriction will be recorded against the property which states that the property owner will reside in one of the units. Yearly certification of owner occupancy of one of the units is required by the City.**
- Sale or ownership of the ADU separate from the primary residence is also prohibited.

**NOTE:** Existing ADUs that have not been approved by the City of San Pablo are required to obtain approval in order to be considered a legal use. Without proof that these units have been approved by the City of San Pablo, these units will not be considered a legal non-conforming use.

Development Standards for Accessory Dwelling Units						
Minimum Setback Distance (from Property Line) <sup>1</sup>				Minimum Distance between Structures	Maximum Height	Other
Accessory Dwelling Unit	Front/Street Side	Interior Side	Rear			
Closed-Roof Structure (including ADUs)	Same as Primary Structure	3 feet; increase to 5 feet for High Density Residential	3 feet rear; 5 feet alley	6 feet	16 feet (one story) <sup>2</sup>	Located on rear half of lot

1. No ADU shall be permitted within an established easement unless a waiver is granted from holder of easement

## Planning Division Submittal Requirements

Submission of the Planning Application, the applicable fees and plans are required to start the review process for an accessory dwelling unit by the Planning Division. Depending on the scope of the project, you will either be charged the Second Residential Unit fee (if you are only constructing an ADU) or Minor Design Review (if more work is to be performed such as any changes to an existing structure, construction of a carport, grading, new retaining wall, new driveway, etc. during the construction process).

Planning requires three sets of plans for Design Review. Plans submitted for Design Review for an ADU are required to have the following:

**Cover Sheet** - Job address / name, address, and phone number of property owner, contractor, designer and contact person.

**Site Plan** – Identify lot and building location / setback distances from new accessory structure to all property lines and main house / location of easements and other utilities / north arrow.

**Floor Plan** – Dimensioned floor plan identifying proposed room use(s) / door and window schedule / exterior landings / attic and under floor vent calculations / electrical diagram locating receptacle outlet types (TR, GFCI, WP), switches, light fixtures / size and location of main and sub-panels.

**Elevations** – Minimum of two exterior elevations identifying construction materials / wall covering specifications and fire rating (if located on fire hazard area) / maximum building height from ground level.

**Color and Material Board** – A separate document demonstrating the real colors that will be used as well as samples of materials to be use.

## Additional Agency Approvals

Before you prepare plans for an accessory dwelling unit, please contact the following local Agencies for their requirements for new residential construction:

Contra Costa Fire Prevention District: 925-941-3300

West County Waste Water District: 510-222-6700

West Contra Costa School District:	510-307-4540
East Bay Municipal Utility District:	1-866-403-2683
Pacific Gas and Electric:	1-800-743-5000

## Building Permit Requirements

A building permit is required for the creation of an accessory dwelling unit when any addition, alteration or remodel of existing or new space is proposed.

### Plan Submittal for Construction

#### Quantity

Complete plans and documents must be submitted directly to the Building Division counter between 7:30 am to 4:30 pm, Monday through Thursday. Staff will distribute the project plans internally to all the applicable City of San Pablo Departments.

- Four (4) complete sets of plans; a complete building application form; and plan check fee payment. All four sets of plans need to have wet stamps from the Contra Costa County Fire Protection District, West County Waste Water, and West Contra Costa Unified School District. At least two sets must be signed by the designer or stamped and wet-signed by licensed professional (as applicable).
- Two (2) structural calculations sets, stamped and wet-signed by the licensed professional (as applicable).

### Minimum Plan Requirements

#### Size

Plans must be drawn to scale, fully dimensioned and legible (e.g., site plan: 1/8-in = 1-ft, floor plan: 1/4-in = 1-ft). The maximum size is 24" x 36" inch paper; 11" x 17" is preferred, and digital plans are required.

Plans can be prepared by anyone for additions and/or alterations of wood frame construction if the building is not more than two stories (including a basement). If the structure does not follow conventional wood frame construction standards and has irregular design features, plans will be required to be prepared by a design professional (licensed CA Architect or Engineer).

**Cover Sheet** - Job address / name, address, and phone number of property owner, contractor, designer and contact person.

**Site Plan** – Identify lot and building location / setback distances from new accessory structure to all property lines and main house / location of easements and other utilities / north arrow.

**Floor Plan** – Dimensioned floor plan identifying proposed room use(s) / door and window schedule / exterior landings / attic and under floor vent calculations / electrical diagram locating receptacle outlet types (TR, GFCI, WP), switches, light fixtures / size and location of main and sub-panels.

**Elevations** – Minimum of two exterior elevations identifying construction materials / wall covering specifications and fire rating (if located on fire hazard area) / maximum building height from ground level.

**Cross-Section drawing** – Complete building section depicting wall framing / detail connections at roof ridge; for roof framing to wall; wall to foundation.

**Foundation Plan** – Dimensioned plan identifying type of foundation system / new footing details and reinforcement / connection to existing foundation system (as applicable).

**Roof Framing Plan** – Dimensioned plan identifying type, span, and spacing of framing members / framing attachments / material specifications.

### Flood Zone Verification

Complete two elevation certificates if property is in either A, AE or AO flood zones

### Design Criteria

The City of San Pablo has adopted the following codes and amendments:

- 2016 California Building Code
- 2016 California Residential Code
- 2016 California Mechanical Code
- 2016 California Plumbing Code
- 2016 California Electrical Code
- 2016 California Green Building Standards Code

Wind speed design factor:  $V_{3s} = 85$  mph, exposure based on geographical location

Seismic design category: D<sub>2</sub>

## **Plan Check Time**

Allow for 10 working days on each submittal.

## **Permit Issuance**

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building Division will keep a set on file until 90 days after construction has been completed. The third set will be forwarded to the County's Assessor's Office.

## **Questions**

Contact the **Building Division** at **(510) 215-3030** for inquiries on building fees. Project information such as valuation cost and square footage area is necessary to provide estimates on fees.