

WHAT IS AN ADU AND WHAT ARE THE STANDARDS?

An Accessory Dwelling Unit (ADU) is a complete, independent residential dwelling that is located on a lot with a proposed or existing residence or multifamily residences. ADUs are sometimes also called granny units or second units. Another type of ADU is a Junior ADU (JADU), which is a small unit (500 square feet or less in size) created from a portion of a single-family dwelling. These units can have their own bathrooms or share with the main residence. An efficiency kitchen is required. Owner occupancy of one unit is also required for JADUs.

The attached ADU Table describes the different standards for different types of ADUs, for example a conversion of existing space, a new square footage small ADU, or a new construction large ADU. Any ADU that does not conform to the objective standards listed in the handout with a Use Permit, which requires a noticed public hearing.

Planning staff can answer questions about ADU standards and design.

WHAT IS THE APPLICATION PROCESS FOR AN ADU?

An ADU requires the submittal of a building permit application with all the required information listed below. After an application is received, the Planning and Building Divisions will review the application. The Planning Division reviews the design of the ADU to ensure that all the zoning requirements, such as size, height, and location, are met. The Building Division reviews plans for conformance with the California Building Code. After the reviews, applicants will be notified if additional information or corrections to the plans are necessary or if the permit is ready to be issued.

For ADUs that will be newly constructed on single family lots and over 800 square feet in size, objective design standards are required to be incorporated into the design and a supplemental ADU Permit Form is required. The ADU Permit Form includes the objective design standards.

In addition, property owners are required to record a deed restriction that memorializes the ADU and stipulates that the separate sale of the ADU prohibited, short-term rentals are prohibited, and the deed restrictions apply to a successor property owner. After you apply for the building permit, City staff will contact you about completing the deed restriction that you will take to the Contra Costa County Clerk-Recorder's office. Please Note: The Clerk-Recorder is currently delayed due to COVID-19. Do not wait to submit your documents to the Clerk-Recorder. A building permit cannot receive a final until the recordation is complete.

DOCUMENTS REQUIRED AT TIME OF BUILDING PERMIT SUBMITTAL:

- ADU APPLICATION FORM.**
- ADU PERMIT FORM.** Generally, only required for ADUs that are completely new construction, on a single-family lot, and over 800 square feet.
- BUILDING PERMIT APPLICATION FORM.**
- 3 SETS OF PROJECT PLANS.** See the project plans submittal requirements below.
- COPY OF THE PROPERTY'S LEGAL DESCRIPTION.** This may be found attached to the property deed or from the Contra Costa County Clerk-Recorder's office.

DOCUMENTS REQUIRED PRIOR TO BUILDING PERMIT FINAL

- RECORDED COPY OF THE DEED RESTRICTION.** A recorded copy of the deed restriction will be given to you by the Contra Costa County Clerk-Recorder's office when you record the deed restriction.

CITY OF ANTIOCH
ACCESSORY DWELLING UNITS



- **LANDLORD BUSINESS LICENSE, IF APPLICABLE.** Business license inquiries and applications are handled through the Finance Department. For questions, please contact Business License at (925) 779-7059.

PROJECT PLANS SUBMITTAL CHECKLIST (not all plans may be needed for all projects)

Provide 3 sets of all required plans. All submitted plans shall:

- Include the date of preparation and dates of each revision.
- Be fully dimensioned and drawn to scale on the same size sheets.

- **SITE PLAN.**
 - Lot size, dimensions, and property lines.
 - Location and dimensions of all existing and proposed buildings, including the proposed ADU
 - Locations and dimensions of existing and proposed driveways, garages, carports, and required off-street parking spaces
 - Location of all easements
 - North arrow

- **FLOOR PLANS.**
 - Clearly distinguish between all existing and new walls
 - Label each room
 - Clearly distinguish between all existing and new windows and doors

- **ELEVATIONS.**
 - Existing and proposed views of each elevation should appear side by side
 - Indicate/show all finishes.

- **ROOF PLAN.**
 - Plans shall show existing roof forms and roof forms to be added or changed.

- **STRUCTURAL PLANS.**
 - Foundation plan
 - Floor framing plan
 - Roof/ceiling framing plan
 - Lateral Force Resisting System Plan
 - Foundation, floor, roof, and ceiling framing details

- **MECHANICAL, PLUMBING AND ELECTRICAL PLANS.**

- **TITLE 24 ENERGY CALCULATIONS.**

- **STRUCTURAL CALCULATIONS.**
 - Submit 2 sets.

- **MANUFACTURED TRESSES.**

ATTACHMENTS

1. ADU Table
2. ADU Application Form
3. ADU Permit Form
4. Building Permit Application Form

ATTACHMENT 1 - ADU TABLE

	JADU¹	Single Family ADU			Multifamily ADU	
ADU Type	Conversion JADU (interior conversion meeting all JADU requirements)	Conversion ADU² (interior conversion of existing space within a single family dwelling; conversion of a legally built detached accessory structure or rebuilding to same footprint and dimensions)	Small Detached ADU and Attached ADU (new construction and 800 square feet or smaller)	ADU PERMIT – Large Detached ADU and Attached ADU (generally, new construction and over 800 square feet)	Conversion ADU (interior conversion of existing non-habitable area of multifamily building such as storage space or boiler room)	Detached ADU (new construction)
Zoning	Allowed in all zones that allow residential uses					
Number of Accessory Units	1	1	1; a small detached ADU may be combined with 1 JADU	1	At least 1 and no more than 25% of the existing unit count in the multifamily building	2
Maximum Size (Square Feet)	500		800	850 for studio and 1 bedroom 1,000 for 2 bedrooms And, if attached, no more than 50% of the floor area of an existing or proposed primary dwelling unit		
Maximum Height (Feet)	N/A	N/A	16	16	N/A	16
Side Setbacks (Feet)	N/A	Sufficient for fire safety	4	4	N/A	4
Rear Setbacks (Feet)	N/A	Sufficient for fire safety	4	4	N/A	4
Front and street-facing Setbacks (Feet)	N/A	N/A	N/A	Front: 30 Street-facing property line other than front: 20	N/A	N/A
Maximum Lot coverage	N/A	N/A	None	60%	N/A	
Entrance(s)	Separate entrance required					
Kitchen	Efficiency kitchen required ³	Full kitchen required				
Parking	None	None	None	One spot, generally ⁴	None	
Deed Restrictions	The property owner must record a deed restriction stating that owner-occupancy is required along with all the conditions required of an ADU	The property owner must record a deed restriction stating: the ADU may not be sold separately from the primary dwelling; the ADU is restricted to the approved size and to other attributes allowed by the code; the deed restriction runs with the land and may be enforced against future property owners; the deed restriction may be removed if the owner eliminates the ADU; the deed restriction is enforceable by the Director or his or her designee for the benefit of the City				
Short Term Rentals	Prohibited					
Impact Fees	None	ADUs less than 750 SF – None	ADUs equal to or greater than 750 SF – Impact fees collected must be proportional to square footage of existing dwelling unit			

¹ A Junior ADU (JADU) is a small dwelling unit created from some portion of a single-family dwelling. These units can have their own bathrooms or share with the single-family dwelling. An efficiency kitchen is required.

² Conversions do not allow modifications to the building footprint/dimensions of legally built accessory structures or buildings, except where sufficient ingress and egress may be accommodated. The structure may expand up to 150 square feet to accommodate the ingress and egress.

³ An efficiency kitchen means a kitchen that includes each of the following: a cooking facility with appliances, a food preparation counter or counters that total at least 15 square feet in area, food storage cabinets that total at least 30 square feet of shelf space.

⁴ A parking spot is not required if: ADU is located within one-half mile walking distance of public transit, ADU is located within an architecturally and historically significant historic district, on-street parking permits are required but not offered to the occupant of the ADU, there is an established car share vehicle stop located within one block of the ADU

[PAGE INTENTIONALLY LEFT BLANK]

**CITY OF ANTIOCH
ATTACHMENT 2 - ADU APPLICATION FORM**



Property Address: _____ APN: _____

Owner Name: _____ Owner Email and Phone: _____

Is the property: Single Family or Multifamily

SINGLE FAMILY PROPERTIES

What type of ADU is proposed?

- Junior ADU: Conversion of interior space, 500 square feet or less, efficiency kitchen, separate or shared bathroom with the main residence. Owner occupancy is required.
- Conversion of existing space or demolish and replace existing structures
- New construction ADU 800 square feet or less
- New construction ADU over 800 square feet (Complete ADU Permit Form Attachment 3)

Square footage of existing home: _____ Square footage of proposed ADU: _____

Number of proposed bedrooms: _____

MULTIFAMILY PROPERTIES

What type of ADU is proposed?

- Converting existing non-habitable space within existing building
- Detached, new construction ADU

Number of existing units: _____ Number of total proposed units: _____

Number of conversion units: _____

Number of new construction units: _____

Please list the square footage of each proposed ADU. Label the project plans A through E (or more), as needed:

ADU A: _____ ADU B: _____ ADU C: _____ ADU D: _____ ADU E: _____

STAFF USE

Permit #: _____ Date received: _____ Received by: _____

CITY OF ANTIOCH
ATTACHMENT 3 - ADU PERMIT FORM



Complete this form for ADUs requiring an ADU Permit. An attached or detached ADU that is over 800 square feet and completely new construction requires an ADU Permit and must follow additional standards from other ADUs.

Check each box stating that the ADU meets these required, objective standards:

- ONE PARKING SPACE, if required.**
 - Unenclosed parking space is at least 8 ½ feet wide and 18 feet long, OR
 - Parking space in a garage is at least 10 feet wide and 20 feet long and has 7 ½ feet vertical clearance.
 - A parking space is not required if:
 - ADU is located within one-half mile walking distance of public transit,
 - ADU is located within an architecturally and historically significant historic district,
 - On-street parking permits are required but not offered to the occupant of the ADU,
 - There is an established car share vehicle stop located within one block of the ADU.
- LOT COVERAGE.**
 - Total lot coverage does not exceed 60%.
- HEIGHT.**
 - Maximum height does not exceed 16 feet.
- MINIMUM SETBACKS.**
 - Front: 30 feet
 - Street-facing property line other than front: 20 feet
 - Side: 4 feet
 - Rear: 4 feet
- ARCHITECTURAL REQUIREMENTS.**
 - The materials and colors of the exterior walls, roof, and windows and doors match the appearance and architectural design of those of the primary dwelling.
 - The exterior lighting is limited to down-lights.
 - If not, explain why Building and/or Fire codes require lighting that is not down-lights:

 - Fencing, landscaping, or privacy glass in the windows must be used to provide screening between the ADU and an adjoining residential property.
 - Explain what measures were used to provide screening:

I hereby certify the above to be true and to the best of my knowledge.

Applicant Signature _____ Date _____

ATTACHMENT 4



COMMUNITY DEVELOPMENT

200 H Street
P.O. Box 5007
Antioch, CA 94531

BUILDING DIVISION

Phone (925) 779-7065
Fax (925) 779-7034

APPLICATION FOR BUILDING PERMIT

JOB SITE ADDRESS _____

Applicant Name _____

Date _____

Address _____

Phone _____

Owner Name _____

Phone _____

Contractor's Name _____

State Lic. _____

Address _____

Phone _____

Contact Email _____

- *Contractors must provide a copy of Worker's Compensation Certificate and Contractor's State License pocket I.D.*

Architect or Engineer _____

State Lic. _____

Address _____

Phone _____

DESCRIPTION OF WORK

Contract Price of Work \$ _____

TO BE COMPLETED BY BUILDING DEPT

Conditions/Remarks _____

FEES MAY BE DUE TO THESE AGENCIES PRIOR TO PERMIT ISSUANCE

ANTIOCH UNIFIED SCHOOL DISTRICT
510 G Street
Antioch, CA 94509
925-779-7500 x52302 Karen Shelp
karenshep@antiochschools.net

DELTA DIABLO SANITATION DISTRICT
2500 Pittsburg-Antioch Hwy
Antioch, CA 94509
925-756-1900
Hours: Mon – Thurs 7am-5pm and Fri 7-11 am

AGENCIES BUILDERS MAY NEED TO CONTACT

Contra Costa Fire District
4005 Port Chicago Highway, Suite 250
Concord, CA 94520
925-941-3300
info@ccfpd.org

Contra Costa County Environmental Health
2120 Diamond Blvd., Suite 100
Concord, CA 94520
925-608-5500

UTILITY COMPANIES

Pacific Gas & Electric (PG&E)
1-877-743-7782

Republic Services
441 North Buchanan Circle
Pacheco, CA 94553
925-685-4711

Comcast Cable
1-800-945-2288

AT&T
1-800-750-2355

OTHER IMPORTANT INFORMATION

CALL BEFORE YOU DIG
Underground Services Assoc. 1-800-642-2444

CONSTRUCTION DEBRIS AND RECYCLING
<http://ci.antioch.ca.us/Environment/CDROrdinance.htm>