

CITY OF ANTIOCH

ACCESSORY DWELLING UNITS

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. Completed applications may be emailed to building@antiochca.gov, or an applicant may apply in person at the City of Antioch. 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.

Unpermitted Units

If you have an unpermitted or informal ADU on your property (i.e., an ADU that was built without the required local permits), please call Building Services Division at (925)779-7065 to discuss options for retroactively receiving a permit. Legalizing an unpermitted ADU can bring property owners peace of mind that they won't be subject to code enforcement or tenant actions, as well as higher property values, assurance of insurance coverage, and increased safety.

DOCUMENTS REQUIRED AT TIME OF BUILDING PERMIT SUBMITTAL (submittals without any of the following will not be accepted):

- 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.](#)**
- 2 SETS OF PROJECT PLANS (if submitting in person).** See the project plans submittal requirements below. Plans can also be emailed to building@antiochca.gov.
- [WASTE MANAGEMENT PLAN.](#)**

DOCUMENTS REQUIRED PRIOR TO BUILDING PERMIT FINAL

- **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. Property owners that are going to rent the new ADU can learn more about landlord resources and applicable regulations on the [City's Tenant/Landlord Services webpage](#).

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

Provide 2 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 TRUSSES.**

CITY OF ANTIOCH
ACCESSORY DWELLING UNITS



ATTACHMENTS

1. ADU Table
2. ADU Application Form
3. ADU Permit Form
4. Building Permit Application Form
5. Waste Management Plan Form

ACCESSORY DWELLING UNIT (ADU) TABLE

	JUNIOR ADU ¹		SINGLE FAMILY ADU		MULTIFAMILY ADU	
ADU TYPE	Conversion JADU (interior conversion meeting all JADU requirements)	Conversion ADU ² (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 (up to two detached ADUs on a lot that has existing multifamily dwellings)
ZONING	Allowed in all zones that allow residential uses					
NUMBER OF ACCESSORY UNITS	A property could include one of each of these for a total of up to three additional units: <ul style="list-style-type: none"> • One JADU • One conversion ADU • One small, detached ADU (800 square feet or smaller) 			1	At least 1 and no more than 25% of the existing unit count in the multifamily building	Up to 2
MAXIMUM SIZE (SQURE FEET)	500	N/A	800	850 for studio and 1 bedroom 1,000 maximum 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 ³	16 ³	N/A	16 ³
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 ⁴		Full kitchen required			
PARKING	None	None		One spot, generally ⁵	None	
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 (500 square feet or less) 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 If located within a half-mile of a major transit stop or high quality transit corridor, a detached ADU that is on a lot with a single-family or multifamily dwelling may be up to 18 feet in height by right, and the ADU be up to two feet taller (for a maximum of 20 feet) if necessary to match the roof pitch of the ADU to that of the main house. For a detached ADU on a lot with a multistory multifamily dwelling, the ADU may be 18 feet. At a single-family dwelling, an attached ADU may be 25 feet high.

⁴ 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.

⁵ 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.

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**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.
 - *Exceptions:*
 - A detached ADU located within one-half mile walking distance of a major transit stop or high quality transit corridor may be up to 18 feet in height.
 - A detached ADU located within one-half mile walking distance of a major transit stop or high quality transit corridor *and* aligned with the roof pitch of the primary dwelling unit may be up to 20 feet in height if necessary to accommodate the roof pitch.
 - A detached ADU on a lot with an existing or proposed multi-family dwelling that is more than one story above grade may be up to 18 feet in height.
 - An attached ADU may be up to 25 feet, or the height limitation imposed by the underlying zone for the primary dwelling, whichever is lower. No attached ADU may exceed two stories.
- SIZE.**
 - Studio and one-bedroom units do not exceed 850 square feet.
 - Two-bedroom units do not exceed 1,000 square feet.
 - Attached ADUs are limited to 50% of the floor area of the existing primary dwelling.
- MINIMUM SETBACKS.**
 - Front: 30 feet
 - Street-facing property line other than front: 20 feet
 - Side: 4 feet
 - Rear: 4 feet

CITY OF ANTIOCH
ATTACHMENT 3 - ADU PERMIT FORM



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:

- All windows and doors in an ADU that are less than 30 feet from a property line that is not a right-of-way must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and for doors) utilize frosted or obscure glass.
 - Explain what measures were used to provide privacy:

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

Applicant Signature _____ Date _____

Building Permit Application Form



PROJECT LOCATION: _____

JOB VALUATION: _____

PROJECT DESCRIPTION:

PROJECT TEAM INFORMATION

**Primary Project Contact
(Check One)**

Applicant Contractor Property Owner Agent/Rep

Applicant	Contractor
Name _____	Name _____
Company/Firm _____	Company/Firm _____
Address _____	CSLB # _____
City _____ State _____	Address _____
Zip Code _____	City _____ State _____
Telephone _____	Zip Code _____
Email _____	Telephone _____
	Email _____

Property Owner	Other (Specify Architect, Engineer)
Name _____	Name _____
Address _____	Title: _____
City _____ State _____	License #: _____
Zip Code _____ Telephone _____	Address _____
Email _____	City _____ State _____
	Zip Code _____ Telephone _____
	Email _____

**BUILDING PERMIT APPLICATION
TERMS AND CONDITIONS**

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for the review and approval of the plans submitted and made part of this application in accordance with the provisions of the City's ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

Property Owner

Applicant

Signature _____
 Name _____
 Date _____

Signature _____
 Name _____
 Date _____

CITY USE ONLY		
Date Received:	Received by:	Fees Paid:

Waste Management Plan



Antioch's Construction & Demolition Debris Recycling Ordinance requires 65% or more diversion of job-site waste from the landfill.

<https://www.antiochca.gov/environment/c-and-d/>

Project #: _____

Job Site Address	
Project Description	
Property Owner Name/PH #	
Project Manager	
Contractor Name/PH #	
Address	
Email Address	

1. Briefly state how materials will be sorted for recycling and/or salvage on the job site.

2. Will this project require the use of sub-contractors? Yes No

If yes, briefly state how you plan to inform and ensure participation by the sub-contractors of your job-site recycling and waste management responsibility.

FOR CITY USE ONLY			
WMP I Approved	WMP II Approved	Waived	Not Approved
Date: _____	Date: _____	Date: _____	Date: _____
Initials: _____	Initials: _____	Initials: _____	Initials: _____

SECTION I - Upon Permit Issuance MATERIAL IDENTIFICATION use ✓ to Indicate					SECTION II - Upon Completion Enter Tonnage as Specified (Submit with corresponding tags)			
Material Type	Recycle	Salvage	Landfill	Self-Haul or Hauler's Info & Waste Destination	Recycle	Salvage	Landfill	CITY USE ONLY Diversion % & Staff Initials
Asphalt & Concrete								
Brick, Tile								
Building materials- doors, windows, fixtures, cabinets								
Cardboard								
Carpet padding/ Foam								
Dirt/Clean Fill								
Drywall								
Plate/window Glass								
Scrap Metals (steel, aluminum, brass, copper, etc.)								
Unpainted Wood & Pallets								
Yard Trimmings (brush, trees, stumps, etc.)								
Other:								

<p>Reason for less than 65% diversion of waste from landfill:</p>	<p>Contractor Signature: _____</p> <p>Date: _____</p> <p>Property Owner Signature: _____</p> <p>Date: _____</p>
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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
karensHELP@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>