



APPLICATION FOR ACCESSORY DWELLING UNITS (ADUs) IN CONJUNCTION WITH **Two-To-Four-Family** OR **MULTIFAMILY RESIDENTIAL FACILITIES***

GENERAL INFORMATION

APPLICANT'S NAME/COMPANY: _____

PROPERTY ADDRESS(ES): _____

EXISTING NUMBER OF LIVING UNITS ON SITE: _____

PROPOSED NUMBER OF ADUs: _____

DESCRIPTION OF PROPOSAL: _____

SELECT TYPE(S) OF PROPOSED ACCESSORY DWELLING UNIT(S) (ADUs):

For further details regarding the definitions and regulations for the different types of ADUs, please refer to the Step 1 Zoning Criteria Checklist starting on page 7 of this application. Note that a lot may contain Category 1 and Category 2 ADUs.

- ☐ **CATEGORY 1 ADU:** CONVERSION OF A LEGALLY EXISTING, NON-HABITABLE SPACE, SUCH AS STORAGE ROOMS, BOILER ROOMS, PASSAGEWAYS, ATTICS, BASEMENTS, OR GARAGES LOCATED WITHIN LEGALLY EXISTING PORTIONS OF TWO-TO-FOUR FAMILY OR MULTIFAMILY DWELLING FACILITIES.
- ☐ **CATEGORY 2 ADU:** NEWLY CONSTRUCTED DETACHED ACCESSORY DWELLING UNIT, OR A CONVERSION OF A LEGALLY EXISTING DETACHED ACCESSORY STRUCTURE, ON A LOT WITH EXISTING TWO-TO-FOURFAMILY OR MULTIFAMILY DWELLING FACILITIES. A CONVERTED DETACHED ADU IS EITHER: WITHIN THE BUILDING ENVELOPE OF AN EXISTING DETACHED ACCESSORY STRUCTURE OR REBUILT IN THE SAME LOCATION AND TO THE SAME EXTERIOR DIMENSIONS.
- ☐ **CATEGORY 3 ADU:** A NEWLY CONSTRUCTED OR CONVERTED ADU THAT IS INTERIOR OR ATTACHED TO A PRIMARY STRUCTURE, OR A COMBINATION OF NEW CONSTRUCTION AND CONVERSION, FOR THE PURPOSE OF CREATING ONLY ONE ADU ON THE LOT.

*CHANGE OF OCCUPANCY REGULATIONS PER THE CALIFORNIA EXISTING BUILDING CODE (CEBC) MAY APPLY WHEN ADDING ADUs.

APPLICATION PROCESS

The application is broken down into a two-step process:

Step 1 involves meeting requirements of Planning and Zoning as provided by Step 1 on Page 2 below. Once Planning/Zoning has reviewed the application and has determined it meets the Step 1 Planning/Zoning requirements, then the applicant can proceed to Step 2.

Step 2 involves filling out the application and submitting all Building Plan requirements, as indicated by Step 2 on Page 2 below.

HOW TO APPLY:

- COMPLETE ALL REQUIRED INFORMATION, THE ADU CHECKLIST, REQUIRED DOCUMENTS, AND PLANS AS OUTLINED IN STEP 1 ON PAGE 2.
- SUBMIT A ZONING WORKSHEET AND UPLOAD YOUR COMPLETED ADU APPLICATION THROUGH THE [ONLINE PERMIT CENTER](#).

GENERAL SUBMITTAL REQUIREMENTS CHECKLIST

Below is a brief overview of all the submittal requirements for both Step 1 and Step 2, but as stated above, Step 2 submittals are only needed after Step 1 is finished. **Please submit all applications and plans electronically to [Online Permit Center](#).**

ZONING REQUIREMENTS, STEP 1

- ☐ COLOR PHOTOGRAPHS OF PROPERTY & ADJACENT PROPERTIES
- ☐ PLANS
SEE PAGES 4-5 FOR MORE DETAILED PLAN, SURVEY, AND RELATED REQUIREMENTS
 - ☐ LINE AND/OR TOPOGRAPHICAL SURVEY
REQUIRED ONLY FOR BUILDINGS/ADDITIONS HAVING FOOTPRINT WITHIN 3 FEET OF A PROPERTY LINE OR ON SLOPES 20% OR MORE
 - ☐ SITE PLAN (EXISTING AND PROPOSED)
 - ☐ FLOOR PLANS (EXISTING AND PROPOSED)
 - ☐ ELEVATIONS
REQUIRED ONLY FOR NEW CONSTRUCTION PROJECTS, ADDITIONS, OR EXTERIOR ALTERATIONS
- ☐ CALGREEN CHECKLIST (**SEE PAGE 13**)
- ☐ CREEK PROTECTION PERMIT
REQUIRED ONLY IF ANY PROPOSED CONSTRUCTION ACTIVITY IS OCCURRING ON A CREEKSIDE PROPERTY (**SEE PAGE 13**)
- ☐ CHECKLIST FOR ACCESSORY DWELLING UNITS
SEE PAGES 7-8 FOR PROJECT ZONING REQUIREMENTS
- ☐ EVIDENCE OF LEGAL STATUS OF EXISTING NUMBER OF UNITS AND OF ACCESSORY STRUCTURES (MAY REQUIRE AN OAKLAND RESIDENTIAL RECORD (3R) REPORT)
- ☐ REQUIRED ONLY FOR NEW CONSTRUCTION PROJECTS (DETACHED, ATTACHED OR EXTERIOR ALTERATIONS):
 - ☐ CROSS-SECTIONS
REQUIRED ONLY FOR BUILDINGS OR ADDITIONS LOCATED ON A LOT WITH A SLOPE OF 20% OR MORE
 - ☐ GRADING PLAN
REQUIRED ONLY IF THE PROJECT PROPOSES ANY SITE GRADING
 - ☐ TREE SURVEY
REQUIRED ONLY FOR PROJECTS THAT INVOLVE A TREE PRESERVATION/REMOVAL PERMIT (**SEE PAGE 5 & 12**)

BUILDING REQUIREMENTS, STEP 2

- ☐ PLANS
SEE PAGES 14-15 FOR MORE DETAILED BUILDING PLANS AND DRAWING REQUIREMENTS
 - ☐ TITLE BLOCK
 - ☐ SCOPE OF WORK
 - ☐ TITLE 24 ENERGY DOCUMENTATION
 - ☐ SITE PLAN, SHOWING LOCATION OF PROPOSED NEW UTILITY METERS AS PER JOINT INFORMATIONAL BULLETIN
 - ☐ DEMOLITION PLAN
 - ☐ FLOOR PLANS
 - ☐ CONSTRUCTION SECTIONS
 - ☐ ELEVATIONS
 - ☐ FOUNDATION PLAN (FLOORS AND ROOF)
 - ☐ FRAMING PLANS
 - ☐ DETAILS AND SECTIONS (REFERENCED FROM PLANS)
 - ☐ STRUCTURAL CALCULATIONS
 - ☐ BOUNDARY SURVEY IS REQUIRED IF STRUCTURE APPEARS TO BE LESS THAN TEN FEET FROM A PROPERTY LINE
- ☐ ZONING APPROVAL STAMP
- ☐ CHECKLIST FOR ACCESSORY DWELLING UNITS
SEE PAGES 16-17 FOR PROJECT BUILDING REQUIREMENTS (ALL CATEGORIES)
- ☐ EBMUD FIRE HYDRANT FLOW DATA REPORT IF THE PROPOSAL INVOLVES SUBSTANTIAL REHABILITATION OF THE PRIMARY RESIDENTIAL FACILITY
(VISIT ebmud.com/fire OR CALL (510) 287-1842)
- ☐ DEED RESTRICTION (RESTRICTING SALE OF ADU FROM THE PRIMARY LIVING UNITS)

STEP 1: PROPERTY OWNER & APPLICANT INFORMATION

Provide a copy of this signature page for EACH of the owners of ALL of the units in the building.

Unit No. or Address: _____
Owner Name: _____
Owner Mailing Address: _____
City/State: _____ Zip: _____
Phone No.: _____ Alt. Phone No.: _____ E-mail: _____

To be completed only if Applicant is not the Property Owner:

I authorize the applicant indicated below to submit the application on my behalf. _____
Signature of Property Owner

Applicant (Authorized Agent), if different from Owner(s): _____
Applicant Mailing Address: _____
City/State: _____ Zip: _____
Phone No.: _____ Alt. Phone No.: _____ E-mail: _____

I understand that approval of this application does not constitute approval for any administrative review, Conditional Use Permit, Variance, or exception from any other City regulations that are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions appurtenant to the property.

I certify that I am the Applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director. I further certify that I am the Owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature above.

I understand that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, it may be necessary for the City to request clarifying information and/or materials after my application has been submitted and reviewed by City staff. I understand that any failure to submit the clarifying information and/or materials in a timely manner may render the application inactive and that periods of inactivity on the applicant's part do not count towards statutory time limits applicable to the processing of this application.

I understand that the proposed project and/or property may be subject to other laws, codes, regulations, guidelines, restrictions, agreements, or other requirements of other public agencies within or outside of the City of Oakland, and that the project and/or property may also be subject to requirements enforced by private parties. I am aware that the City recommends that I become fully aware of any other potential requirements before I submit this application and that I comply with all other requirements prior to commencing the proposed project.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT I HAVE READ THE ABOVE AND THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.

Signature of Owner or Authorized Agent

Date

Step 1: ZONING PLAN REQUIREMENTS



PDF PLAN SET FOR PLANNING PERMIT

- Include north arrow, date prepared and scale.
- Acceptable drawing scales are: 1/4" = 1', 3/16" = 1', 1/8" = 1', and 1" = 10'.
- Include the name, email and phone number of person preparing the plan.
- Show all encroachments over the public Right-of-Way.
- Space for zoning stamp.

☐ (a) **LINE AND/OR TOPOGRAPHICAL SURVEY** (required only for the following project types listed below)

Required for any building or addition with new or replacement footprint within 3 feet of a property line:

- ☐ Applicable line survey with field-verifiable monuments set or found by the surveyor.
- ☐ Location, dimensions, & dimensions to property line of existing and proposed buildings & similar structures within 3 feet of the relevant property line(s).

Required for any building or addition with new or replacement footprint located on a lot with a slope of 20% or more:

- ☐ Site topography for all areas of proposed work.
- Must be no more than 3 years old from the time of submittal – date of survey must be included.
- Must be prepared by a California State Licensed Land Surveyor or by a Civil Engineer with a license number below 33966 (licensed prior to January 1, 1982).
- **Include the wet stamp and signature** of the Land Surveyor or Civil Engineer who prepared the survey.
- Include the applicable surveyor's statement in accordance with the Professional Land Surveyors Act.
- In addition to paper copies, the survey must also be submitted in digital format.

☐ (b) **SITE PLAN**

- Two site plans (one existing, labeled "Existing Site Plan" and one proposed, labeled "Proposed Site Plan")
- ☐ Location and dimensions of all property boundaries, and distances from structures to property lines.
- ☐ Location and dimensions of all existing and proposed buildings, decks, stairs, and patios.
- ☐ Dimensions of all existing and proposed building setbacks from property lines.
- ☐ Location, dimensions, and paving materials of all existing and proposed adjacent sidewalks, curbs, curb-cuts (including curb-cuts on adjacent neighbor's lots), and streets.
- ☐ Location and dimension of all existing and proposed driveways, garages, carports, vehicle parking spaces, bicycle parking spaces, maneuvering aisles, wheel-stops, pavement striping/markings, and directional signage. Indicate existing and proposed paving materials.
- ☐ Location, height, and building materials of all existing and proposed fencing and walls.
- ☐ Location, height (including top and bottom elevation measurements), and building materials of all existing and proposed retaining walls.
- ☐ Location and size (dbh) of all existing trees and indication of any trees to be removed, include trees on neighboring properties that are within 10 feet of construction.
- ☐ Location of drainage ways, creeks, and wetlands
- ☐ Roof plan showing roof slope and direction, and location of mechanical equipment, ducts, and vents.
- ☐ For projects located on a lot with a slope of 20% or more: Show existing and proposed topographic contours overlaid with proposed roof plan and indicating roof ridge spot elevations.
- ☐ Show any building to be demolished both historic and non-historic.
- ☐ Location and size of storage area for recycling containers.

STEP 1: ZONING PLAN REQUIREMENTS (continued)

- ☐ (c) **FLOOR PLAN**
 - ☐ Include complete floor plan of all floors of entire building, including existing and proposed work.
 - ☐ Label all rooms (e.g., bedroom, kitchen, bathroom), and include dimensions of room sizes.
 - ☐ Show locations of all existing and proposed doors, walls, and windows, including any window schedule (with information on recess, sash and trim material, manufacture).
 - ☐ Location of and distance to all adjacent property boundaries.
 - ☐ Label and identify location of primary Residential Facility and ADU (existing and proposed).
- ☐ (d) **ELEVATIONS**
 - ☐ Show all structure elevations (front, sides and rear) that will be affected by the proposed project.
 - ☐ For additions/alterations: label existing and new construction, as well as items to be removed.
 - ☐ Identify all existing and proposed exterior materials - including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elements.
 - ☐ Show any exterior mechanical, duct work, and/or utility boxes.
 - ☐ Include dimensions for building height (from grade to pitch) and wall length.
- ☐ (e) **CROSS SECTIONS** (required only for buildings or additions located on a lot with a slope of 20% or more)
 - ☐ Include all critical cross sections, including at least one passing through the tallest portion of the building.
 - ☐ Include floor plate and roof plate elevation heights.
 - ☐ Location of and distance to all adjacent property boundaries.
 - ☐ Label the location of the cross-sections on the site plan.
- ☐ (f) **TREE SURVEY** (required only for projects which involve a Tree Preservation/Removal Permit)
 - ☐ Include north arrow, date prepared and scale (Tree Survey should be drawn to the same scale as the Site Plan).
 - ☐ Include the name & phone number of person preparing the plan(s). As appropriate or required, include the stamp & “wet signature” of any licensed architect, landscape architect, surveyor and/or civil engineer preparing final plans.
 - ☐ Indicate the size (dbh), species, and location of all protected trees within 30 feet of development activity on the subject lot, regardless of whether the protected trees are included on any tree preservation/removal permit application.
 - ☐ Label all protected trees that are located within 10 feet of construction (including trees located on neighbor’s properties or the adjacent public right-of-way) with the matching number or letter from the Tree Preservation/Removal Permit application ([see page 9](#) of this application).
- ☐ (g) **GRADING PLAN** (required only if the project proposes any site grading)
 - ☐ Show proposed grading plan and/or map showing existing and proposed topographic contours (this may be combined with the Site Plan for small projects with only minor grading).
 - ☐ Include an erosion & sedimentation control plan.
 - ☐ Include a summary table of all proposed excavation, fill, and off-haul volumes.

Step 1: Zoning Permit Information

(Please complete additional sheets if the proposal includes more than 3 Category 1 ADUs).

CALCULATIONS	Existing Pre-Project	Demolition	New Proposed	Total Post-Project	% Change (Existing/Total)
Total Lot Area (sq. ft.)		N/A	N/A	N/A	N/A
Primary Residential Facility Characteristics:					
Floor area (sq. ft.)					
Footprint (sq. ft.)					
Building height (ft.)					
Type and Number of ADUs (list for each):					
Total ADUs (number)					
Category 1 (number)					
Category 2 (number)					
Category 3 (number)					
ADU – floor area (list square feet for each):					
Category 1 - #1 (sq. ft.)					
Category 1 - #2 (sq. ft.)					
Category 1 - #3 (sq. ft.)					
Category 2 - #1 (sq. ft.)					
Category 2 - #2 (sq. ft.)					
Category 3 (sq. ft.)					
ADU – footprint (list square feet of each):					
Category 2 - #1 (sq. ft.)					
Category 2 - #2 (sq. ft.)					
Category 3 (sq. ft.)					
ADU – Height (list for each):					
Category 2 - #1 (ft.)					
Category 2 - #2 (ft.)					
Category 3 (ft.)					
Location of Category 1 ADUs (specify previous use, such as garage, attic, basement, boiler room, etc):					
Category 1 - #1					
Category 1 - #2					
Category 1 - #3					
Onsite Parking Spaces (number)					

Step 1: ZONING CRITERIA CHECKLIST

Applicant's Name: _____ Project Address: _____

Accessory Dwelling Units (ADUs) may only be granted if the applicant can check "YES" or "N/A" (as provided) to EACH of the following:

1) ALL ADUS (must be completed for all proposals)

- YES ☐ NO ☐ The ADU is in a zoning district and in the portion of the building or lot where Residential Facilities are allowed.
- YES ☐ NO ☐ The ADU is on a lot with a Two-To-Four-Family or Multifamily Residential Facility.
- YES ☐ NO ☐ The floor area of the ADU(s) contain at least a minimum square-footage that permits an Efficiency Dwelling Unit.
- YES ☐ NO ☐ Each ADU has an independent entrance and has a private bathroom and kitchen that are independent from the primary Residential Facility. The kitchen shall include all the following: a sink, cooking facility with appliances, refrigerator, a food preparation counter, and storage cabinets that are of a reasonable size in relation to the size of the dwelling unit. The kitchen must be within the building envelope of the proposed ADU.
- YES ☐ NO ☐ N/A ☐ The side and rear setbacks of the ADU(s) are 4 feet, or the regularly required setback, whichever is less, but in no case shall be less than 3 feet. Please check N/A only if the ADU is internal.
- YES ☐ NO ☐ N/A ☐ No additional parking is required because the ADU is located within the mapped "No Parking for ADUs Area"¹: (a) one-half (½) mile of a public Transit Stop; (b) an Area of Primary Importance (API) or Area of Secondary Importance (ASI), as defined in the General Plan's Historic Preservation Element; (c) an area where on-street parking permits are required but not offered to the ADU occupant; or (d) one block of a dedicated car share parking space. *Please check N/A only if the ADU requires additional parking.*
- YES ☐ NO ☐ N/A ☐ Any upper story balconies, decks, or rooftop terraces associated with the ADU meet the regular requirements of the underlying zone. *Please check N/A only if the proposal does not add any upper story balconies, decks, or rooftop terraces.*
- YES ☐ NO ☐ N/A ☐ No mechanical equipment such as water heaters, heating/cooling condenser, or any other similar equipment is proposed in the minimum required side setbacks. *Please check N/A only if any proposed equipment in the required setbacks is consistent with OMC Section 17.108.130 (I), and mechanical equipment meets the noise performance standards of OMC Section 17.120.050.*
- YES ☐ NO ☐ The ADU will not be used as a short-term rental facility; rentals must be for periods longer than 30 consecutive days.

(continued)

¹ The "No Parking for ADUs" area can be found on the City's online zoning map: www.oaklandca.gov/resources/zoning-map.

Step 1: ZONING CRITERIA CHECKLIST (continued)

2) ADUS/JADUS IN S-9 FIRE SAFETY PROTECTION COMBINING ZONE (S-9 ZONE)

This Section must be completed only if the lot is located within the S-9 Zone. Please skip to Section 4 if your lot is not within the S-9 zone. To verify if a lot is within the S-9 Zone please see the map:

<https://oakgis.maps.arcgis.com/apps/webappviewer/index.html?id=adfa58efbcc849f89819f7b4bec96534>

YES ☐ NO ☐ The total number of existing and proposed ADUs of any type does not exceed one (1) per lot.

YES ☐ NO ☐ The proposed ADU is one Category 1 ADU. *If you select "NO" please review additional Exceptions in section 3A below to confirm eligibility for a Category 2 ADU:*

2A) Exceptions for ADUs in the S-9 Zone: *Complete this portion only if the proposal is for a Category 2 ADU. At least one exception must be met to be eligible. Please check one that applies:*

- ☐ **Exception 1:** An applicant has an approved application for Reasonable Accommodation Request pursuant to OMC Chapter 17.131. A request may be approved for reasons including a disability of a permanent occupant of the ADU or a need to accommodate a full-time live-in caregiver for a permanent resident with disability is attached to this application. Please review the Reasonable Accommodation Application to see if you may qualify:
<https://www.oaklandca.gov/files/assets/city/planning-amp-building/documents/pc/supp-forms/reasonable-accommodations-form.pdf>.

Please fill out and attach the completed Reasonable Accommodation Application together with this ADU application.

-OR-

- ☐ **Exception 2:** At least one (1) additional off-street parking space is created on the lot in addition to any regularly required off-street parking spaces for the primary residential facilities.

YES ☐ NO ☐ Any lost off-street parking space(s) as a result of creation of this ADU is replaced elsewhere on the lot.

YES ☐ NO ☐ The maximum height of the proposed ADU is no more than 16 feet.

(continued)

Step 1: ZONING CRITERIA CHECKLIST (continued)

3) **CATEGORY 1** (must only be completed if proposal includes this type of ADU)

- YES ☐ NO ☐ The Category 1 ADU(s) is/are located within existing non-habitable space, such as storage rooms, boiler rooms, passageways, attics, basements, or garages within an existing Two-To-Four-Family or Multifamily Residential Facility and involves no expansion of building envelope.
- YES ☐ NO ☐ The number of Category 1 ADUs is either one (1) ADU or no more than 25% of existing units per Two-To-Four-Family or Multifamily Residential Facility², whichever is greater.
- YES ☐ NO ☐ The Category 1 ADU is limited by the size (sq. ft.) of the existing non-habitable space.
- YES ☐ NO ☐ The Category 1 ADU has its own private bathroom.
- YES ☐ NO ☐ The height of the Category 1 ADU is consistent with the base zone.

4) **CATEGORY 2** (must only be completed if proposal includes this type of ADU)

- YES ☐ NO ☐ The Category 2 ADU is outside the S-9 Fire Safety Protection Combining Zone. Please follow the link below for a map to verify if your lot is outside the S-9 Zone. If your lot is within the S-9 Zone, please complete Section 3 above before continuing with this section.
<https://oakgis.maps.arcgis.com/apps/webappviewer/index.html?id=adfa58efbcc849f89819f7b4bec96534>
- YES ☐ NO ☐ The Category 2 ADU(s) is/are located: (a) in newly constructed detached structure(s); or (b) legally existing detached accessory structure(s) that is converted and involve no expansion of the existing building envelope; or (c) in legally existing detached accessory structures rebuilt in the same location and to the same exterior dimension as the existing detached accessory structure(s) on a lot with an existing or proposed Two-To-Four-Family or Multifamily Residential Facility.
- YES ☐ NO ☐ The Category 2 ADU(s) has a floor area ratio (FAR), lot coverage, front setback and rear setback coverage are consistent with regulations of the underlying zone, except where the requirements would preclude creating no more than two (2) ADUs.
- YES ☐ NO ☐ The existing open space requirements, as established by the base zone, are maintained, except where requirements would preclude creating no more than two (2) ADUs.
- YES ☐ NO ☐ The height of the Category 2 ADU(s) does not exceed 18 feet. If the Category 2 ADU meets the regular setback requirements of the underlying zone, then the maximum height is established by the base zone. *If the Category Two ADU is proposed in front or side of a primary structure the maximum height is sixteen (16) feet.*
- YES ☐ NO ☐ N/A ☐ The number of existing and proposed Category 2 ADUs is no more than two (2) on a lot with a proposed Two-To-Four Family or Multifamily Residential Facility.
- YES ☐ NO ☐ N/A ☐ The number of existing and proposed Category 2 ADUs is no more than eight (8) on a lot with an existing Two-To-Four-Family or Multifamily lot and does not exceed the number of existing units on the lot.
- YES ☐ NO ☐ N/A ☐ Any portion of the newly constructed Category 2 ADU(s) has a setback of at least 4 feet from the rear and side lot lines or meets the regularly required setback of the zoning district, whichever is less. *(Please check N/A only if the Category 2 ADU is within the building envelope of an existing detached accessory structure or rebuilt in the same location and to the same exterior dimensions.)*

(continued)

² All calculations that result in a fractional number shall be rounded up to the nearest whole number.

Step 1: ZONING CRITERIA CHECKLIST (continued)

5) CATEGORY 3 *(must only be completed if proposal includes this type of ADU)*

- YES ☐ NO ☐ The number of existing and proposed Category 3 ADUs is no more than one (1) per Two-To-Four-Family or Multifamily lot.
- YES ☐ NO ☐ The Category 3 ADU floor area does not exceed 850 sq. ft. for a studio or one bedroom, and 1,000 sq. ft. for two bedrooms or more. The total floor area includes all areas within the ADU.
- YES ☐ NO ☐ The Floor Area Ratio (FAR) and front setback are consistent with the regulations of the underlying zone, except where these requirements would preclude creating no more than one Category 3 ADU of no more than 850 sq. ft. for a studio or one bedroom, and 1,000 sq. ft. for two bedrooms or more.
- YES ☐ NO ☐ Existing open space requirements of the underlying zone are satisfied, except where the requirements would preclude one Category 3 ADU of no more than 850 sq. ft. for a studio or one-bedroom or 1,000 sq. ft. for 2-bedrooms or more.
- YES ☐ NO ☐ Any portion of the newly constructed attached Category 3 ADU has a setback of at least 4 feet from the rear and side lot lines or meets the regularly required setback of the zoning district, whichever is less.
- YES ☐ NO ☐ The height of the Category 3 ADU is consistent with the base zone.

I have reviewed the above checklist and certify that the project conforms to all applicable criteria for Step 1.

Applicant's Signature

Date

Reviewer's Signature

Date

STEP 1: TREE PRESERVATION ORDINANCE

Pursuant to the Tree Preservation Ordinance (§12.36 O.M.C.) a Tree Preservation/Removal Permit is required for any proposed construction activity within 10 feet of a Protected Tree, even if such trees are not being removed or if they are located on a neighbor's property or in the public right-of-way (e.g., sidewalk).

The following are "Protected Trees" under the Tree Preservation Ordinance:

- Any Coast Live Oak tree that is larger than 4 inches in diameter at breast height (dbh)
- Any tree (except Eucalyptus or Monterey Pine) that is larger than 9 inches dbh*
- Any tree of any size located in the public right-of-way (including street trees)

I, THE APPLICANT/OWNER, ATTEST THAT: (check one)

- ☐ (1) There are no existing Protected Trees anywhere on the subject property or within 10 feet of the proposed construction activities (including neighbor's properties or the adjacent public right-of-way).
- ☐ (2) There are Protected Trees on the subject property or within 10 feet of the proposed construction activities, and their location is indicated on the site plan and landscape plan **and** (check one);
- ☐ (a) No Protected Trees are to be removed **and**
No construction activity will occur within 10 feet of any Protected Tree.
- ☐ (b) No Protected Trees are to be removed **and**
Construction activity will occur within 10 feet of any Protected Tree.
- ☐ (c) Protected Trees will be removed.

 If you checked (2b) or (2c), a Tree Preservation/Removal Permit is required. Please complete the section below.

DESCRIPTION OF TREES: (Identification numbers and letters must be consistent with the Tree Survey – See submittal requirements.)

Trees proposed for removal			Trees <u>not</u> proposed for removal but located within 10 feet of Construction Activity		
#	Species	dbh*	#	Species	dbh*
1			A		
2			B		
3			C		
4			D		
5			E		

Reason(s) for removal/impacting of trees: _____

* **dbh:** "diameter at breast height" is determined by measuring the trunk at 4'-6" from the ground. Multi-trunked trees are measured by combining the diameters of all trunks at 4'-6" from the ground.

STEP 1: CREEK PROTECTION ORDINANCE

Pursuant to the Creek Protection, Storm Water Management and Discharge Control Ordinance (§13.16 O.M.C.) a Creek Protection Permit is required for any proposed construction activity occurring on a Creekside property. The extent to which your development will be regulated by the Creek Protection Ordinance depends upon the location and type of proposed work.

I, THE APPLICANT/OWNER, ATTEST THAT: *(check one)*

- ☐ (1) **I do not know whether there is a Creek on or near the proposed project site.** I have submitted a request for a Creek Determination by the City of Oakland (separate form and fee required).
- ☐ (2) **No Creek exists on or near the project site;** *(check one)*
- ☐ (a) Based on my review of the characteristics of the project site, as well as all relevant maps and plans; or
- ☐ (b) Based on the attached report prepared by a relevant licensed professional.
- However, if the City determines that a Creek exists on or near the project site, a Creek Protection Permit is required.*
- ☐ (3) **A Creek DOES exist on or near the project site and** *(check one)*
- ☐ (a) The proposed project only entails interior construction, and therefore requires a **Category 1 Creek Permit** (this is a no fee permit and only requires distribution of educational materials); or
- ☐ (b) The proposed project entails exterior work that does not include earthwork and is located more than 100 feet from the centerline of the Creek, and therefore requires a **Category 2 Creek Permit** (this permit requires a site plan and distribution of educational materials); or
- ☐ (c) The proposed project entails (a) exterior work that is located between 20 feet from the top of the Creek bank and 100 feet from the centerline of the Creek, and/or (b) exterior work that includes earthwork involving more than three (3) cubic yards of material located beyond 20 feet from the top of the Creek bank, and therefore requires a **Category 3 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review); or
- ☐ (d) The project entails exterior work conducted from the centerline of the Creek to within 20 feet from the top of the Creek bank, and therefore requires a **Category 4 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review and a hydrology report).

STEP 1: GREEN BUILDING REQUIREMENTS

Pursuant to the California Green (CALGreen) Building Standards Code, all new residential construction requires completion of a CALGreen Checklist (download at <https://aiacalifornia.org/calgreen-checklists>). Further, Title 24, Part 11, Section 301.1.1 states that the “mandatory provisions of Chapter 4 shall be applied to additions or alterations of existing residential buildings where the addition or alteration increases the building’s conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration.” As such, **any Accessory Dwelling Unit (ADU) that meets these conditions is also subject to Chapter 4 CALGreen requirements**, which are outlined here: <https://codes.iccsafe.org/content/CAGBC2022P3/chapter-4-residential-mandatory-measures>.

I, THE APPLICANT/OWNER, ATTEST THAT: *(check all that apply)*

- ☐ (1) I am submitting a completed CALGreen Checklist with my application.
- ☐ (2) If constructing an Accessory Dwelling Unit (ADU) that meets the conditions as quoted above in code Section 301.1.1, I acknowledge that I also **MUST** comply with all Chapter 4 CALGreen mandatory measures and obtain verification by a qualified third-party inspector. I am submitting any additional green building plans with this application.

SUMMARY OF GREEN BUILDING FEATURES NOT SHOWN ON PLANS BUT PART OF CALGREEN CHECKLIST:

Step 2: BUILDING PLAN REQUIREMENTS

(See Electronic Plan & Document Submittal below)

1. TITLE BLOCK		<input type="checkbox"/>
Address of Property, Owner, and Designer/Contact person with daytime phone number and email. APN. Sheet Number		
2. LIST OF BACKGROUND INFORMATION		<input type="checkbox"/>
Scope of Work – Descriptive narration of what the project will consist of. Owner’s name, code information including code year, occupancy and construction type. Include a sheet index, Zoning designation, and Assessor’s Parcel Number. Show square footage (for each level) of existing living space, added living space and total.		
3. TITLE 24 ENERGY DOCUMENTATION (For all areas to become conditioned space.)		<input type="checkbox"/>
CF1R Energy forms to be printed on plans. Make certain all signatures are completed. The forms need to be readable so please don’t reduce them in size.		
4. SITE PLAN	Scale: 1/8" = 1' or 1/10" = 1'	<input type="checkbox"/>
Show outline of the building and distances to property lines. Show any accessory structures, retaining walls, sidewalks, streets, meters, curb cuts, driveways, trees. Show North arrow and scale. Boundary Survey is required if structure appears to be within ten (10) feet from property lines.		
5. DEMOLITION PLAN	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Label all rooms. Show items to be demolished as dashed. Clearly indicate which part of the structure is to remain.		
6. FLOOR PLAN	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Label all rooms (existing and new). Clearly distinguish between new walls and walls to remain. Show all walls with double lines. Show all windows and doors including sizes, types and egress windows. Show dimensions of all rooms. Show all major equipment locations including water heater (ADU to have permanent access), HVAC (ADU to have permanent access), electrical panels, washer/dryers, plumbing fixtures, cabinets, etc. Clearly indicate fire/sound rated walls.		
7. CONSTRUCTION SECTIONS	Minimum Scale: 3/4" = 1'	<input type="checkbox"/>
Show major section through area of work including showing all major components. Clearly indicate fire/sound rated assemblies. Show ceiling heights. Show insulation including type & R-value.		
8. EXTERIOR ELEVATION(S)	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Show/indicate all finishes, new and existing. Show all items such as windows, doors, decks, stairs, etc. Clearly distinguish what elements are existing and which will be added/changed.		
9. FOUNDATION PLAN	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Provide if the foundation will be replaced, altered, or required to support additional loading. Show dimensions – Provide details showing how existing or new foundations meet current code. Show hold downs and brace/shear wall locations and lengths. Indicate location and size of access openings. Show connections to existing & use detailing to show further information.		
10. FRAMING PLANS (For EACH floor and/or roof.)	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Show size, direction and spacing of all joists and beams. Clearly show how any existing framing will be altered in order to meet current code requirements.		
11. DETAILS AND SECTIONS		<input type="checkbox"/>
Drawn large enough to show the specific construction and referenced from framing plans. Stairways, fire/sound separation between units, moisture barrier under the floor slab, foundation wall waterproofing and drainage, etc.		
12. STRUCTURAL CALCULATIONS (For non-conventionally framed construction.)		<input type="checkbox"/>
13. ZONING APPROVAL STAMP ON PLANS		<input type="checkbox"/>

After completing the minimum required items for submittal, please include this form with your submittal package.

NOTE: Plan Check may require additional clarifying information after submission.

ELECTRONIC PLAN SUBMITTAL & SIGNATURE POLICY FOR ONLINE OR IN OFFICE USE

This policy establishes electronic plan, document and signature submittal guidelines. All plans submitted to the City of Oakland shall follow these guidelines unless otherwise directed by the Director of Planning & Building.

For questions use the Permit & Services Questions Portal at <https://www.oaklandca.gov/Planning-Building/Permit-Process-Overview/Permit-Services-Questions-Portal>

REQUIREMENTS FOR ELECTRONIC PLAN AND DOCUMENT SUBMITTAL

- **OVER THE COUNTER** - All plans and documents to be submitted shall be provided on a thumb drive in unzipped files (see file naming conventions on Page 2)
- **ONLINE** - All plans and documents to be submitted via the Online Permit Center shall be uploaded as unzipped files. (see file naming conventions on Page 2)
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 8 or newer ***Note: PDF Portfolios will not be accepted as part of your submittal package***
- Plan files shall be first generation, vector-based PDFs which have been directly converted from the computer aided drafting (CAD) applications (e.g., AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created
- All layers must be flattened
- Scanned plans (i.e., plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn
- Scanned plans must be scanned to scale or provide dimensions
- Plan sets shall be compiled as one file. Plan sets that are not compiled will not be accepted
PDF document security settings must allow staff to mark up the PDF file and create comments. Electronic signature restriction settings should not be used on forms or drawings. (See SIGNATURE Policy)
- **Page Orientation** - All plans must be oriented, so the top of the page is always at the top of the monitor and set to landscape. A north arrow must be provided on all plans
- All supplemental information must be oriented, so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided
- All supplemental information must be sized at 8 1/2" x 11"
- Professional stamps/seals shall be affixed to plans and documents as required (please see DIGITAL SIGNATURE)
- All colors must be removed from all plans and documents (except for grey or hatched shading)
- Leave a 4" x 3" space at the top right corner of the building plans for City approval stamp
- **24" x 36" (Minimum) - Large Construction**
PDF exhibits must be generated at a prescribed scale (i.e., 1/4" = 1'-0", or 1/8" = 1'-0") for staff to verify dimensions and areas within the file, using built-in measuring tools
- **11" x 17" (Minimum) - Minor Construction**
- All revisions must be submitted with a summary by permit number and date

DIGITAL SIGNATURE FOR DESIGN PROFESSIONALS (ARCHITECTS & ENGINEERS)

Design professionals, such as Architects and Engineers, whose "wet" signature is required for submittal of hard copy plans will be required to obtain a "digital signature" key for signature of electronically submitted plans.

A "Digital Signature" is required when strong authentication is necessary because it contains encrypted information that is unique to the signer and can be easily verified. Digital technology requires each signer to have a token, smart card or other physical device issued by a trusted organization (usually a company certified by a government) that verifies the signer's identity before issuing the token. With this technology, every document must be opened and signed one at a time - signatures cannot be applied en masse

For a complete list of approved digital signature certificate authorities, please visit the California Secretary of State website at:

<https://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certification-authorities/>

You may contact individual certificate authorities for their requirements to create a digital signature.

For more information regarding California State Law requirements regarding digital signatures, please visit the California Secretary of State's website below.

<https://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/government-code-16-5/>

ELECTRONIC SIGNATURE REQUIREMENTS FOR NON-DESIGN PROFESSIONALS

Non-design professionals shall sign plans via electronic signature.

An "Electronic Signature" can be set up by anyone using common programs such as Adobe and Outlook without an independent vetting process or electronic key, and most include a stamp of the date and time the signature was applied. Electronic signatures are accepted and used worldwide for many business transactions including e-mail signature blocks.

For more information on how to create an Electronic Signature with Digital ID, please visit the following website:

<http://www.adobepress.com/articles/article.asp? p=170816l&sea Nu m=4>

You may download free Adobe Reader software by clicking on the link below:

<https://get.adobe.com/reader/>

NAMING CONVENTIONS FORMAT FOR SUBMITTAL ATTACHMENTS

Begin with the Project Address when naming files and follow the format (example) below

0000 Time St-1st Submittal-Architectural Drawings

0000 Time St-1st Submittal-Structural Calculations

0000 Time St-1st Submittal-Truss Calculations

STEP 2: BUILDING PERMIT INFORMATION	
TYPE OF PERMIT:	
	_____ BUILDING
	_____ DEMOLITION (_____ SF)
VALUATION OF PROPOSED WORK	\$ _____
# OF STORIES:	
OCCUPANCY:	R-3
TYPE OF CONSTRUCTION:	V-B
DESIGN OCCUPANT LOAD:	
EXISTING FIRE SPRINKLERS:	_____ YES _____ NO
CONTRACTOR'S LICENSE NUMBER:	

STEP 2: BUILDING CRITERIA CHECKLIST

Applicant's Name: _____ Project Address: _____

DRX Project Application Number: _____

Accessory Dwelling Units (ADUs) may only be granted if the applicant can check "YES" or "N/A" to EACH of the following:

GENERAL BUILDING CODE REQUIREMENTS

ADU'S ARE SUBJECT TO THE APPLICABLE REQUIREMENTS AND PROVISIONS OF THE CALIFORNIA BUILDING CODE, CALIFORNIA RESIDENTIAL CODE, AND CALIFORNIA EXISTING BUILDING CODE.

ADU'S REQUIRE SEPARATE ADDRESSES. JUNIOR ADU'S MAY NOT BE ADDRESSED SEPARATELY FROM THE PRIMARY DWELLING.

- YES ☐ NO ☐ N/A ☐ ADU and primary residential facility each has an independent entryways/exits (means of egress) to the exterior point of discharge of the existing building or to the public right of way. Primary entry/exit and path of travel to ADU meets code requirements for stairs, handrails, landings, headroom, door width, etc. ADU path of egress shall not be through the primary or other dwellings.
- YES ☐ NO ☐ N/A ☐ UTILITIES: Newly Constructed detached ADU structures shall be All-Electric per OMC 15.37; ADU will not require separate electrical connection (drop) from PGE; ADU has access to its own electrical panel; ADU plumbing branch connection to the sewer lateral does not exist underneath the primary residential facility; Attached ADU: one (1) gas meter exists per each dwelling unit (except if ADU has no vented appliances, in which case one gas meter may serve two units), plus one (1) for a common area (i.e., laundry facilities); Detached ADU: no gas appliances allowed. Detached ADU has its own water shutoff valve where service enters building or attached ADU without separate water shutoff has integral stops or fixture shutoffs; each dwelling unit has permanently installed heating and water heating facilities with its own access to controls and equipment. Per California Public Utility Commission CPUC 780.5 ADUs shall have separate electrical meter (except JADU).
- YES ☐ NO ☐ N/A ☐ ADU meets all code requirements for moisture barriers and damp proofing (foundation and foundation walls below grade include damp proofing, waterproofing, drainage, and vapor retarder), braced wall panels or shear walls, and all energy code requirements (for new construction or conversion of non-habitable space to new ADU).

(continued)

STEP 2: BUILDING CRITERIA CHECKLIST (continued)

YES ☐ NO ☐ N/A ☐

Buildings dug down meet code requirements for new construction at that lower level and include engineering plans for the foundation and for the gravity and lateral load resisting system of the building.

YES ☐ NO ☐ N/A ☐

ROOM DIMENSIONS: ADU ceiling height is not less than 7 feet-6 inches for habitable space, hallways, and portions of basements containing these spaces, and 7 feet for bathrooms, toilet rooms, and laundry rooms; has a combined living, eating, and sleeping room not less than 150 square feet, and an additional 100 square feet of superficial floor area per occupant in excess of two (2) occupants; has a separate permanent clothes closet.

YES ☐ NO ☐ N/A ☐

ADU is located entirely within the subject property and meets required building fire separation distance requirements (may require Surveyor certification).

YES ☐ NO ☐ N/A ☐

ADU shall be heated separately. Each tenant or owner shall have access to their own mechanical heating equipment and water heater. A central Mechanical Room is permitted provided that each tenant or owner has access without being compelled to pass through another unit. Heating, Air conditioning or ventilating systems shall not combine return air supply from separate dwelling units.

YES ☐ NO ☐ N/A ☐

BUILDING SAFETY: All exterior walls of the ADU are appropriately fire-rated based on Fire Separation Distance, Construction Type, and applicable provisions of the California Building Code (CBC). No wall openings exist less than 5 ft. (3 ft if sprinklered) to property line. All separation walls and floor/ceiling assemblies, plus their supporting construction for attached units, are appropriately fire and/or smoke rated per the applicable provisions of the CBC. Fire sprinklers are installed in entire building when total floor area (ADUs plus Primary Residential Facility) exceeds 3,600 sq. ft. as a result of an addition or when changes of occupancy classification occur. Fire sprinklers are installed in ADUs when the primary residential facility is required to be protected by fire sprinklers.

YES ☐ NO ☐ N/A ☐

If the proposal is for a new, or substantial rehabilitation of an existing, primary residence, the nearest hydrant has a flow greater than 1,000 gallons per min. (gpm) and minimum pressure of 20 pounds per sq. inch (psi).

YES ☐ NO ☐ N/A ☐

Attached ADUs require minimum Sound Transmission Classification (STC) rating 50-45 when tested per American Society for Testing and Materials (ASTM) E90 or STC 50.

YES ☐ NO ☐ N/A ☐

All other building code requirements are met.

Note: Demolition or deconstruction of greater than 50% of an existing building will require a demolition permit and will be considered a new building and not a conversion for the purpose of determining applicable building Codes as per Code Bulletin D-18-001. If during construction, field conditions warrant removal of more than 50% of the building a revision shall be submitted prior to continued removal of building components. Lifting or moving of buildings is subject to Code bulletin D-18-001.

I have reviewed the above checklist and certify that the project conforms to all applicable criteria for Step 2.

Applicant's Signature

Date

Reviewer's Signature

Date