



County of San Diego, Planning & Development Services  
**ACCESSORY DWELLING UNIT - ZONING  
CHECKLIST**  
ZONING DIVISION

An *Accessory dwelling* unit (ADU) means an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated.

**(DOES NOT INCLUDE STRUCTURAL PLAN CHECK REQUIREMENTS)**

**NOTE: All items must be checked as OK or N/A in order to issue a building permit.**

Plan Check Number: \_\_\_\_\_ APN \_\_\_\_\_

- | OK                       | NO                                  | N/A                      |   |
|--------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Lot contains an existing single-family residence, or the ADU is to be constructed concurrently with a primary single-family residence.  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <u>Applicants must contact the appropriate Fire Dept. ASAP and Structural Engineers to ensure the proposed side and rear setbacks are sufficient for fire safety.</u>   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Applicants must contact the appropriate Fire Dept. ASAP to find out if fire sprinklers are required or not.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | The ADU is either attached to an existing dwelling, or located within the living area of the existing dwelling or detached and on the same lot.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Lot does not have an existing guest living quarter, accessory living quarter, or accessory apartment.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Conversion of a guest living quarter, accessory living quarter, or accessory apartment into an ADU is potentially permitted and requires approval of a building permit.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Lot does not have an open Code violation. Any open Code violations must be resolved before the ADU could be approved.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | The total floor area of the ADU shall not exceed 50 percent of the living area of the existing SFD, up to a maximum floor area of 1,200 square feet. Applicants must provide actual mathematical computations of the "living area" for both units, and these calculations must state that they are taken from the exterior dimensions of the outside walls.   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Total floor area of a garage attached to the detached ADU shall not exceed 480 square feet of gross floor area, except if authorized by an approved Administrative Permit.  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | No other structures or rooms defined by Section 6156.b, g or i shall be attached to an ADU unless authorized by an approved Administrative Permit.  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | No setbacks are required if an existing and permitted garage is being converted into an ADU, except for Fire safety.  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | A setback of five feet from the side and rear lot lines shall be required for an ADU that is constructed above a permitted detached garage. In this case, the setbacks only apply to the added space above the garage, not the existing garage and the ADU can be constructed wholly or partly above the garage, including extending beyond the garage walls. |



County of San Diego, PDS, Zoning Division  
ACCESSORY DWELLING UNIT ZONING CHECKLIST

Continued

Plan Check Number: \_\_\_\_\_ APN \_\_\_\_\_

- | OK                       | NO                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ADU's shall provide one parking space per bedroom, up to 2 spaces max. These spaces may be provided as tandem parking but shall not be in tandem with any existing SFD spaces.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If establishment of the ADU involves a garage conversion, replacement 2 off-street parking for the SFD shall be provided concurrently. No additional shall be applied except for building code requirements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If an existing detached or attached garage is being converted into an ADU, any new addition to the ADU has to comply with the required main building setbacks.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewer district approval or approval by DEH for use of a septic system.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water district service approval or approval by DEH for use of a well.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | School district fees have been paid with signed approval by the school district(s).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The property is located within an Airport Authority Influence Area. If yes, projects must comply with the applicable Airport Land Use Compatibility (ALUC) Plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The property is located within an Airport Overflight Notification Area. If yes, property owner must record an Airport Overflight Notification Agreement. <b>A copy of that form with the recording stamp must be returned to the building permit counter.</b>                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The owner of the property has signed a copy of the attached agreement. The owner's signature must be notarized, and then the form must be taken to the County Recorder's office and recorded. <b>A copy of that form with the recording stamp must be returned to the building permit counter.</b> |

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Rechecked by: \_\_\_\_\_ Date: \_\_\_\_\_

Rechecked by: \_\_\_\_\_ Date: \_\_\_\_\_