

Accessory Dwelling Units

New Construction and Legalization of Existing Secondary Units

The typical configuration of many Daly City houses lends itself to the construction of an accessory dwelling unit (ADU) in the lower level. Should you desire to construct a new ADU in your home, City staff will work with you to determine if this is possible. The items listed below outline the path for you to follow to construct a new ADU.

ADU Prerequisites

1. Owner occupancy is required. The owner of record must live in one of the units.
 - a. Applicant shall provide proof of owner occupancy in the form of a California driver's license showing the property owner's address as the subject property's address on license; and,
 - b. County's tax records must identify the same owner as living at the subject property; and,
 - c. Applicant shall record a Certificate of Registration (a deed restriction stating that the owner of record must live on site as their primary residence) with the San Mateo County Clerk/Recorder prior to receiving a building permit. Contact the Planning Division at (650) 991-8033 for a Certificate of Registration.
2. The ADU is limited in area to 50% of the primary dwelling unit to a maximum of 1,200 square feet for attached or detached ADUs.
3. An ADU may only be created on a developed single-family dwelling property.
4. The entrance to the ADU shall be located on the rear elevation or on the same side elevation as the main entrance to the primary dwelling.

Steps to Building a New ADU

1. Meet all prerequisites.
2. Submit a completed building permit application form and pay all application and plan check fees. Payment of plan check fees does not constitute a permit or approval to start work before issuance of permits.
3. Submit three copies each of a plot plan and floor plans.
 - The **floor plans** must show both floors, all rooms and usage and be dimensioned; the lower floor plan must show windows (indicating size) and all plumbing and electrical fixtures. Include plan notes addressing garage insulating, sheet rock, raising the water heater, no plastic piping, and separate heating source for the ADU, smoke alarms and carbon monoxide devices, and all other Daly City code requirements which apply.
Smoke alarms shall be installed in each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedroom, on each additional story including basement and habitable attics.

Carbon monoxide devices shall be installed at the following locations outside of each sleeping area in the immediate vicinity of the bedroom, on every occupiable level of a dwelling unit, including basement; and where a fuel burning appliance is located within a bedroom or its attached bathroom.

- The **plot plan** shows the length and width of the lot. It locates the existing house on the lot and states the distance between the house and the property lines on all four sides. The length and width of the existing and proposed driveways is to be shown. Locate and define utility connections. The plot plan also locates fire hydrants, trees, power poles, or any other fixed object between the property line and curb.
4. All plans must be submitted on 11" X 17" or larger paper. Plans must reflect the existing conditions and the proposed revisions.
 5. The plot plan is to be drawn to a 1/8" to 1' scale and the floor plans are to be drawn to a 1/4" to 1' scale.
 6. Plans must include all applicable Title 24 Energy Reports appropriate to the work performed. Plans will be reviewed to assure they comply with Daly City codes and ordinances. Either a list of correction comments will be provided or the plans will be approved. If comments are provided, plans will need to be corrected and resubmitted.

When Plans and Documents Are Approved

1. Pay all building permit fees and obtain all required permits.
2. Begin construction and schedule all necessary inspections. Inspections are scheduled by calling the Building Division before 3:30 p.m. on the day prior to the desired day of inspection. Some typical inspections are under floor plumbing, framing, rough plumbing, electrical, mechanical, insulation and sheet rock nailing. All work must be inspected before it is covered.
3. Obtain the final inspection and sign-off. After the final inspection, the property owner shall receive a Certificate of Occupancy.

Note: The unit (new or existing) is not to be occupied until work is complete and the final inspection has been successfully completed.

Legalizing an Existing Secondary Unit

To retain an existing secondary unit, the same requirements and procedures apply. Construction must meet current codes.

Additional Information

For information regarding building codes and inspections, contact the Building Division at (650) 991-8061. For zoning or owner occupancy information, please contact the Planning Division at (650) 991-8033.