

Your Pathway to a Completed ADU

Find ADU bulletins and checklists: www.sanjoseca.gov/buildingbulletins
General ADU information: www.sanjoseca.gov/ADUs



1. Make a Sketch

On a 8.5 X 11 sheet, show your property boundaries and the rough placement and size of:

- Existing house
- All structures (detached garage, gazebo, etc.)
- Proposed ADU

Learn about setbacks and allowed ADU size on the [ADU Universal Checklist](#).

See example sketch at www.sanjoseca.gov/Home/ShowDocument?id=15655.



2. Get a Planner's Advice

Bring your sketch and a completed ADU Universal Checklist to the Permit Center planning counter — see instructions at www.sanjoseca.gov/ADUs. A planner will advise you on how the zoning ordinance apply to your proposed ADU.



3. Hire Experienced Professionals

We advise that you hire a designer, licensed architect, or engineer to design the ADU and a licensed contractor to build it; some companies provide both or provide prefabricated units. Whoever draws the ADU plans must read [Bulletin 211 ADU Building Plan Requirements](#).



4. Prepare Submittal Package

Your submittal package must include:

- Plans per [Bulletin 211 ADU Plan Requirements](#)
- [Form 302 Address Assignment Request*](#)
- [Form 310 Building Permit Application](#)
- [Form 312 ADU Property Owner Declaration](#)
- Hydrant Flow Letter (from water company)
- [Bulletin 213 Inspection Checklist for ADUs**](#)

See the [ADU Universal Checklist](#) for more information.

* Form is required 2 weeks before scheduled Express Plan Review appointment.

** Form must be filled out for scheduled Express Plan Review appointment.



6. Submit Package & Pay

Bring all required documents to your appointment and be ready to pay your plan check fees.

- Make check payable to "City of San José",
- Pay with credit card at the City Hall Cashier, or
- Pay online at www.sjpermits.org



5. Schedule Submittal Appointment

An appointment is required.

- Call 408-535-3555 to schedule a Regular Plan Submittal appointment for any business day except Tuesdays.
- Email ADU.Ally@sanjoseca.gov to schedule a Regular Plan Submittal or an Express Plan Review appointment for Tuesdays only.

TIP: Submitting complete, accurate plans is the key to getting your building permit as quickly as possible.



7. Permit Issued

A "Permit Pass" will be sent to your email address. You can then pick up your permit at the Development Services Permit Center and pay your permit fees.



8. Construct the ADU

The ADU builder should read [Bulletin 213 Inspection Checklist for ADUs](#) for tips on how to avoid costly common construction mistakes.



9. Schedule and Pass Inspection

Call the Development Services Call Center at 408-535-3555 to schedule an inspection.

Be ready to provide a completed [Bulletin 213 Inspection Checklist for ADUs](#) to the Building Inspector at first inspection.



Done!

Your ADU is ready for occupancy after you've passed final inspection.