

Welcome to CITY OF UPLAND ADU

This guide was created as a resource to help residents of the City of Upland through the process of building an accessory dwelling unit (ADU)—also known as granny flats, backyard cottages, in-law units, or basement/garage apartments.

Inside you'll find a step-by-step approach to your ADU project (from ADU 101 all the way to move-in) and links to helpful resources and tools along the way.



CITY OF UPLAND ADU *Online*

Our ADU website at uplandadu.org includes this Guidebook, plus tools and exercises to guide you through the ADU process.

GUIDEBOOK uplandadu.org/guidebook

EXERCISES uplandadu.org/guidebook

CITY ADU RULES uplandadu.org/rules

GLOSSARY uplandadu.org/glossary

CALCULATOR uplandadu.org/calculator



ONLINE RESOURCES

Visit uplandadu.org/links or aim your phone camera at the QR code.



CITY OF UPLAND PLANNING DIVISION

460 N. Euclid Avenue (walk-ins welcome)

Monday–Thursday 8:00 am–5:00 pm

909-931-4130

planning@uplandca.gov

MORE CONTACT DETAILS IN THE DIRECTORY, FINAL PAGE

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ADU PROCESS *At-A-Glance*

The City of Upland is here to help you through the ADU process. Please contact the Planning Division at 909-931-4130 or planning@uplandca.gov and visit our website at uplandadu.org for more information.

1 GET STARTED

- **Think about what you want**, including the goals and concerns for your project
- **Look for inspiration** – [visit our ADU website](#) to see floor plans and ADU case studies.
- **Make an informal sketch of your property** and what space is available – the [exercises](#) on our ADU website can help.
- **Estimate costs** and possible rental income using our [ADU Calculator](#).

3 DESIGN YOUR ADU

- **Hire your team** – we strongly recommend hiring a licensed architect or designer to design your ADU and a licensed contractor to construct it, or a design/build team. An experienced professional will help you prepare your permit application and can greatly ease the permitting and building process.
- **Create your initial design** and discuss it with planning staff. You can visit the Planning Counter during business hours or email planning@uplandca.gov.
- **Finalize your design** for permitting.

5 CONSTRUCT YOUR ADU

- **Ensure all funding is in place** before beginning construction.
- **Monitor construction** (typically taking 6-12 months) by checking in regularly with your contractors, making decisions about materials as needed and ensuring required inspections are moving along.
- **Pass final inspection** – You will receive a list of required inspections along with your permit, and you or your contractor will schedule them via the [CSS Portal](#). Once your ADU has passed the final inspection, it's ready for move-in!



2 LEARN THE RULES

- **Learn about your property**, relevant service providers, and restrictions that might apply using [City of Upland Community View](#).
- **Learn about the rules** in this Guidebook, [on our website](#), and in our [City Rules summary](#).
- **Meet with Planning Staff** to discuss the rules that apply to your property and proposed ADU. This is a good time to confirm if you will need an ADU Permit and to discuss items mentioned in the Getting Started and Learning the Rules sections.

4 APPLY FOR PERMITS

- **Prepare your application** – All ADUs require a Building Permit; some require an ADU Permit. See the Permitting section for a full list of required materials and forms.
- **Submit your application** via the [Citizen Self Service \(CSS\) portal](#) and/or in-person, depending on materials. Applications are typically reviewed within one month; check the status of your application on the CSS Portal.
- **Revise** – Applications typically require at least one round of revision and review.
- **Pay fees and receive permits** – Some fees are paid earlier in permitting, but all remaining fees are invoiced before the permit is issued.

6 MOVE IN!

