



ACCESSORY DWELLING UNIT (ADU)

BUILDING CODE REQUIREMENTS FOR ACCESSORY DWELLING UNIT (ADU)

Assembly Bill [2299](#) and Senate Bill [1069](#) amended sections of the State Law regulating second dwelling units, now known as Accessory Dwelling Units (ADUs)

In general, ADUs must comply with currently adopted building and related codes. For additional information go to the HCD Accessory Dwelling Unit Handbook on the requirements (see link at the end), please contact Building & Safety at the number below or by visiting Building & Safety's public counter at City Hall during regular business hours. You may or will need to contact other divisions & departments for additional requirements for ADUs.

The following is a guideline (not a comprehensive list) of the building code requirements:

- New addressing required for ADU.
- Site plan.
- Existing & proposed floor plan for ADU.
- Area of improvements to be clearly identified.
- The minimum floor area of ADU shall be 150 square feet.
- Habitable rooms to be minimum of 70 square feet.
- Habitable rooms shall be not less than 7 feet in any horizontal dimension.
- Habitable spaces and hallways shall have a minimum ceiling height of 7 feet.
- Bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches.
- Every ADU shall be provided with a water closet, lavatory and a bathtub or shower.
- Each ADU shall be provided with a kitchen area and every kitchen area must be provided with a sink.
- Plumbing fixtures shall be connected to a sanitary sewer or to an approved private sewage disposal system.
- Plumbing fixtures shall be connected to an approved potable water supply.
- Kitchen sinks, lavatories, bathtubs, showers, bidets, laundry tubs and washing machine outlets shall be provided with hot and cold water.
- All glazing must comply with currently adopted codes.
- Exterior walls construction, projections, openings, and penetrations of ADU shall comply with currently adopted codes.
- Dwelling units shall be separated from each other by wall and floor assemblies having not less than a 1- hour fire resistance rating.
- Openings and penetrations through the walls or ceilings separating the dwelling from the garage shall be protected by currently adopted codes.



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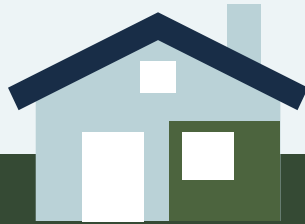
- Openings and penetrations from a private garage directly into a room used for sleeping purposes shall not be permitted.
- The garage and/or carport shall be separated as required by currently adopted codes from the dwelling.
- Habitable rooms shall be provided with natural light & ventilation as required by the currently adopted codes.
- Every dwelling unit shall be provided with heating equipment capable of maintaining a room temperature of not less than 68 degrees Fahrenheit at a point 3 feet above the floor and 2 feet from exterior walls in habitable rooms. The installation of one or more portable space heaters shall not be used to achieve compliance with this requirement.
- Each sleeping room in an ADU must comply with emergency escape and rescue opening requirements.
- At least one egress door shall be provided for each ADU, the egress door dimensions shall comply with currently adopted codes and must have a continuous and unobstructed path of vertical and horizontal egress travel from all portions of the dwelling to the required egress door without requiring travel through a garage. The required egress door shall open directly into a public way or to a yard or court that opens to a public way.
- Smoke alarm installation must comply with currently adopted codes.
- Carbon monoxide alarms shall be provided in an ADU where the dwelling unit contains a fuel-fired appliance or fireplace, or the dwelling unit has an attached garage.
- All electrical wiring and fixtures must be installed in compliance with currently adopted codes.
- Moisture barrier shall be provided for the concrete slab of the ADU.
- All interior and exterior ADU walls shall have coverings or wall finishes in accordance with currently adopted codes.
- ADU must comply with California Energy Commission's requirements.

HCD Accessory Dwelling Unit Handbook <https://www.hcd.ca.gov/sites/default/files/docs/policy-and-research/ADUHandbookUpdate.pdf>

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 sanbernardinocounty.aduaccelerator.org/calculator



ONLINE RESOURCES

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!

