



Hello there!

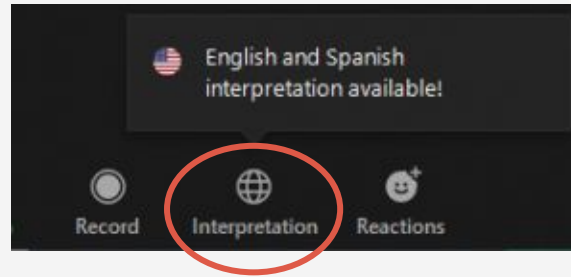
Welcome to the Webinar

*How to Build an ADU in
(Unincorporated) Sonoma County*

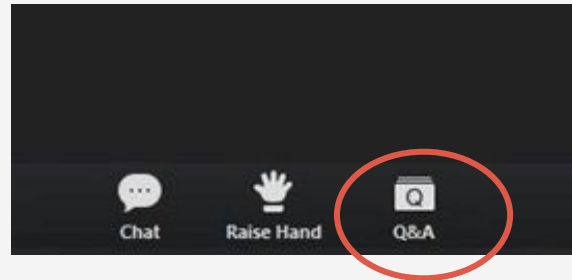

Napa Sonoma **ADU**

Zoom Logistics

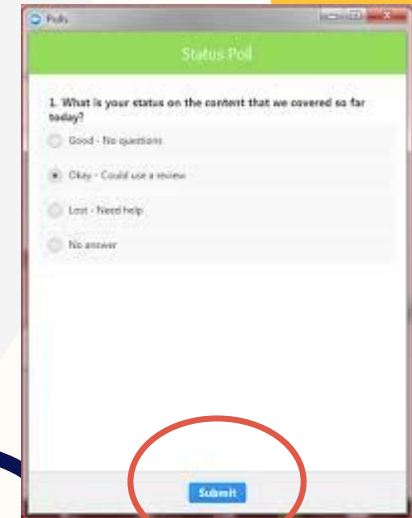
- Spanish Interpretation (*Interpretación al español*)



- Audience Q&A



- Interactive polls





Introductions

Agenda

- Napa Sonoma ADU Center
- ADUs 101
- Planning & building ADUs
- FAQ's
- Audience Q&A

What are your ADU goals?

- Rental income
- Housing for a family member
- Helping out the community (e.g., housing a teacher)
- Housing for someone with special needs
- Planning for retirement
- Increased resale value for downsizing/moving into the ADU
- Housing domestic help (e.g., an au pair)
- Help with chores or to watch over things when you are away
- Housing an in-home caregiver



Benefits of ADUs

- Flexibility
- Family
- Financial Security

*See page 7 of our
ADU workbook for more!*

We're a nonprofit here
to help Napa & Sonoma
County homeowners
build ADUs.



About Napa Sonoma ADU Center

What part of your ADU project are you most looking forward to?

- Designing the floor plan
- Selecting finishing materials like flooring, lighting, siding, and fixtures
- Planning green/eco-friendly building elements
- Interior decorating once the build is complete
- Landscaping around the ADU
- Move-in of family member, friend, myself, or a tenant

What's an Accessory Dwelling Unit?



DETACHED
free-standing structure,
such as a backyard
cottage



GARAGE APARTMENT
converted former
garage space



ATTACHED
shares at least one
wall with the
primary home



ABOVE GARAGE
unit built above
garage




**INTERIOR
CONVERSION**
built from existing
converted space (e.g.,
an attic or a
basement)

Junior ADU

- Interior conversion, including attached garage
- Owner occupancy
- Maximum size 500 square feet
- Separate exterior entrance
- Efficiency kitchen
- May share a bathroom
- Least \$ expensive



A collection of art supplies including several pencils (some sharpened, some unsharpened) and various paint swatches in shades of grey, blue, and purple, scattered on a light-colored surface.

Napa Sonoma ADU Resources

- ADU calculator
- City rules
- Address Lookup Tool
- ADU Workbook
- Stories & floor plans
- Webinars
- Vetted vendors
- Newsletter & social media



ADU

WORKBOOK

NAPA & SONOMA

A complete guide to
planning an accessory
dwelling unit for Napa &
Sonoma Counties

PRINTER-FRIENDLY VERSION AVAILABLE:
WWW.NAPASONOMAADU.ORG/PRINTWORKBOOK

Where will your second unit be built?

Select City



Type of Construction



Conversion of Part of House

Taking existing living space, e.g. a basement or part of the house, and turning it into a second unit.



Garage Conversion

Taking an existing garage or pool house, and turning it into a second unit.



New Construction

New construction includes both attached and detached ADUs.



Modular

Modular/panelized are built partially or entirely off site and

Monthly Rent

\$---

Monthly Expenses

\$---



- \$--- Loan Payment
- \$--- Taxes
- \$--- Insurance
- \$--- Repairs

Construction Costs

Find out what you're eligible to build

Enter an address in Napa or Sonoma County to see if you are allowed to build an ADU that adds square footage to your property.

Enter your address below:



Napa Sonoma ADU Services

- **Problem-solving support**
 - Email: info@napasonomaadu.org
 - Phone: 707.804.8575
- **ADU Feasibility Consults**
 - <https://napasonomaadu.org/consultations>

ADU Feasibility Consults



- Questionnaire
- Prescreening
- Hour-long site visit
- ADU Feasibility Report

Sign up on our website:
<https://napasonomaadu.org/consultations>

ADUs: Increasing in Popularity

Data for Unincorporated Sonoma County

2016

52 ADU applications

2018

106 ADU applications
50 Certs of Occupancy

2020

Local ADU Ordinance
adopted

2017

50 ADU applications

2019

123 ADU applications
64 Certs of Occupancy

ADU Process Map

Pre-Development

ADU Workbook pages 13-42

Design Development

ADU Workbook pages 43-60

★ Permitting

ADU Workbook pages 61-76

★ Construction

ADU Workbook pages 77-92

Move-in!

ADU Workbook pages 93-104

What are your ADU concerns?

- Cost
- Difficulty of permit approval
- Difficulty of construction management
- Privacy
- Site constraints
- Challenges of renting and managing the ADU
- Conflict with neighbors
- Scrutiny from planning and permitting department

Katrina Braehmer, Permit Sonoma

Planner II

Sonoma County

Email: Katrina.Braehmer@sonoma-county.org





<http://sonomacounty.ca.gov/AccessoryUnits>

Permit Sonoma

- The consolidated land use planning and development permitting agency for unincorporated Sonoma County

<https://sonomacounty.ca.gov/Permit-Sonoma/>

- Consists of several larger divisions with smaller sections:

- Engineering and Construction Division

- Building and Safety (i.e. Plan Check)
- Code Enforcement
- Engineering (e.g. grading, stormwater, sewer and public water)
- Well and Septic

- Planning Division

- Project Review
- Comprehensive Planning

- Fire Prevention and Hazardous Materials Division

Contact Us

- **General**

PermitSonoma@Sonoma-county.org

(707) 565-1900

- **Planning**

Planner@Sonoma-county.org

(707) 565-1900, option 5

- **Building (Plan Check)**

PermitSonoma-BuildingPlanCheck@sonoma-county.org

(707) 565-2095

- **Engineering**

PermitSonoma-Engineering@sonoma-county.org

(707) 565-3628

- **Well and Septic**

PermitSonoma-Well-Septic@sonoma-county.org

(707) 565-2849

- **Fire**

FirePrevention@sonoma-county.org

(707) 565-2361

Changes in State Law

- ADUs as a creative opportunity to support housing needs
- A series of State laws have relaxed limitations on ADU development over recent years
 - Number of permitted ADUs in SoCo has roughly doubled since 2017
- Most recent changes in State law went into effect on January 1, 2020
 - No minimum lot size
 - 60 day processing time of a ministerial application
 - Reduced setbacks and fees

Sonoma County ADU Regulations

- SoCo ADU Ordinance no longer applies as of January 2020
- ADU development standards default to State law until a new ordinance is adopted
- Permitted in agricultural, residential, or mixed-use zones
 - Not permitted in Z Combining District (ADU Exclusion)
 - Not permitted on properties subject to a Land Conservation contract (Williamson Act)
 - Other housing options to support agricultural operations are available – speak with a planner at Permit Sonoma

Development Standards

- **Setbacks**

- 4 feet from the rear and side property lines
- Front yard setback as limited by the base zoning district

- **Floor Area**

- Detached: 1,200 sq. ft.
- Attached: 50% of the floor area of the existing primary residence

- **Height**

- As limited by the base zoning district, but not less than 16 feet

- **Parking**

- One space unless qualify for an exemption

- Checklist available here: <http://sonomacounty.ca.gov/AccessoryUnits>

ADU Electronic Permitting Process

- Check in with Planning and other Permit Sonoma divisions
- Submit Building Permit application at <https://prmd.sonomacounty.ca.gov/CitizenAccess>
 - Other site development permits may also be necessary (e.g. Septic Permit, Sewer Permit, Grading Permit)
- Permit technician accepts applications or requests additional information
- Once accepted, application is referred to different sections for review, comment, and approval
- Application routed to Plan Check division for full review upon payment of plan check fees
 - 60-day timeline for decision starts if application is complete
 - Plan Check requests itemized revisions if necessary
- Plan Check approves permit for issuance

Building Permit Submittal Requirements

- Site Plan meeting minimum standards
 - ADU location, primary SFD location, setbacks, etc.
<https://sonomacounty.ca.gov/PRMD/Instructions-and-Forms/CSS-019-Site-Plan-Requirements/>
- Floor Plan
 - Layout of the ADU and use of each room
- Elevations
 - Building height, materials, and color
- Construction plans, calculations, and documentation

Fees

- Impact fees (Parks and Traffic)
 - Waived for units under 750 sq. ft.
 - Charged “proportionately” if greater than 750 sq. ft.
- School fees (varies by district)
- Sewer/water connection fees
 - Required if constructed with a new SFD and for new detached structures
 - Fees vary by district/zone and charged proportionately
- Building Permit fees
- Other site development permit fees
 - E.g. Septic Permit, Sewer Permit, Grading Permit

Properties Outside of Urban Services

□ Water

- In designated groundwater-scarce areas, must demonstrate sufficient well yield for an additional residence

<https://sonomacounty.ca.gov/PRMD/Eng-and-Constr/Well-and-Septic/Water-Wells/>

□ Wastewater

- Required septic capacity is determined by number of bedrooms
- Existing septic systems may require upgrades or capacity expansions to serve the ADU
 - Contact Permit Sonoma early in the process
 - Findings report always required for an ADU
- “Bedroom swap” option: involves altering primary SFD to functionally remove a bedroom (Policy 1-4-1)
 - Requires a Building Permit

Properties Served by Public Sewer and Water

□ Water

- A municipal utility or water company must be willing to serve the ADU
- Permit Sonoma does not regulate or oversee connections to water providers

□ Wastewater

- Connections to a public sewer system require a sewer permit
- Permit Sonoma is the permitting authority for connections to Sonoma County Water Agency (SCWA) sewer systems only
 - Connections to other sewer systems will require the customer to contact the specific sewer utility directly

Moving forward

Ongoing collaboration with Napa Sonoma ADU Center to develop resources and streamlining tools, and offer support to property owners



Bryan Waters, Permit Sonoma

Senior Engineer &
Building Plan Check Division Supervisor
Sonoma County

Email: Bryan.Waters@sonoma-county.org



Preparing for Building Permit Submittal

Select a design team and other consultants.

- Structures meeting certain limitations on size, height, and layout may be designed by unlicensed building designers or even home owners themselves.
- More complex plans must be prepared by California licensed architects or engineers.
- Other consultants that may be required include an energy consultant, a CALGreen consultant, geotechnical engineer, septic consultant, and special inspectors

Building Permit Submittal

- The plans, documents, and application is reviewed by “front office” Divisions for sign-offs and appropriate comments.
- Once accepted for submittal by all affected Divisions, the applicant is provided with the Building Plan Check invoice to pay appropriate Building Plan Check fees.
- Once these fees have been paid, the application is routed to the Building Plan Check Division and the review is conducted within 6 weeks of this payment date.

More on Building Permit Submittal

Use the checklist.

<https://sonomacounty.ca.gov/PRMD/Instructions-and-Forms/BPC-002-Residential-Plan-Checklist/>

- The Residential Plan Checklist provides general Building Permit plan and documentation requirements
- Outlines required plan organizational requirements, and touches on some of the general code requirements requiring documentation and justification within the plans and supporting documents.
- For general or specific Building Division questions email:
PermitSonoma-PlanCheck@Sonoma-county.org

Geotechnical Requirements

- If constructing an addition to an existing structure or as a standalone structure, a geotechnical investigation may be required.
 - Guidelines for when this is required can be found here:
<https://sonomacounty.ca.gov/PRMD/TechBulletin/Building/B-28-When-is-a-Soils-Investigation-Required/>
- A site review is conducted by Building staff to determine if there are mapped soils in the area of development that trigger a soils report.
 - This Site Review may be applied for separately prior to Building Permit submittal.

More on Geotechnical Requirements

Responsibilities of the geotechnical engineer:

- Provide foundation recommendations to the design team
- Review project plans and details, then provide a plan review letter verifying that all applicable geotechnical recommendations are adhered to
- Review foundation excavations, and any fill placement and compaction on the site during the construction process

Structural Justification

Definition: A document verifying that the structure will withstand any loads or forces to allow any occupants to exit safely if needed.

- E.g., gravity loads, earthquake loads, wind loads, flood loads, and occupant loads all must be considered.
- Required unless the structure meets prescriptive requirements of a simple structure.
- Calculations must be prepared by a licensed engineer or architect.

Converting Existing Structures to an ADU

- When converting a **garage, workshop, barn or other accessory structure** into an ADU, the structural components and elements of the structure must be justified to meet current code requirements.
- When converting a **guest house, pool house, or an existing portion of a dwelling** to an ADU this global structural justification is not required.

Structural Plans and Details

- Adequate structural plans and details must be provided to demonstrate a **complete** load path for vertical and lateral loads from the roof to the soil.
- All connections proposed shall be detailed, and justified with appropriate calculations, or shall adhere to fastening schedule of California Building Code (CBC) Table 2304.10.1

Flood Zone Requirements

- Construction in the flood zone requires flood resistant construction up to 1 foot above the base flood elevation.
- The structural design may need to account for the effects of moving water in some locations.

Full residential construction requirements:

<https://sonomacounty.ca.gov/PRMD/TechBulletin/Building/B-47-Residential-Construction-in-Floodzones/>

CALGreen Requirements

- CALGreen checklists must be completed by the applicant, and contents must be incorporated into the project plans.
- These checklists and associated plan details shall be reviewed and approved by a Sonoma County-approved 3rd party consultant.
- Checklists are required for both new structures and for additions or alterations that increase the conditioned square footage or volume.

CALGreen Resources

- See the following New Construction Checklist:

<https://sonomacounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147584835>

- Additions or alterations checklist, when adding conditioned space to an existing structure:

<https://sonomacounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147584836>

- Approved CALGreen consultants:

<https://sonomacounty.ca.gov/PRMD/Eng-and-Constr/Building/Agency-Recognition-List/>

Energy Code Requirements

- California Energy Code documentation, commonly referred to as “Title 24”, is required for new construction or alterations. This code identifies minimum insulation and HVAC efficiency requirements.
- The currently applicable Energy Code requires a photovoltaic (**aka solar**) system to be installed for construction of **new** dwelling units.
 - This design may be deferred to be submitted during construction as deferred submittal.

More on Energy Code Requirements



Addition: Converting existing unconditioned space, attached to existing home. Walls may qualify as “existing wall with siding.” (See Section 9.3.4 for wall exceptions.)



Addition: Converting existing unconditioned space, detached from existing home. Walls may qualify as “existing wall with siding.” (See Section 9.3.4 for wall exceptions.)



Addition: Newly constructed, attached to existing home. One or more walls may qualify as wall extensions. (See Section 9.3.4 for wall exceptions.)



New Construction: Newly constructed and detached from existing home.

Fire Division Requirements: Sprinklers

- All new ADUs must include an automatic sprinkler system unless an exemption form is submitted and approved.

<https://sonomacounty.ca.gov/PRMD/Fire-Prevention/Accessory-Dwelling-Units/>

- To qualify for an exemption:
 - Total building area (dwelling and any attached garage) must be at or less than 1,200 square feet
 - Existing main dwelling must not contain sprinklers for exemption.

Fire Division Requirements: SRA

Projects in the State Responsibility Area (SRA) – Fire Resistive Construction

- Must adhere to construction requirements for projects considered susceptible to wildfire exposure, as specified in California Residential Code Section R337.
- Includes fire resistive siding, tempered windows, protection of gutters from leaf accumulation, & requirements on allowable eave and underfloor venting protection.

Fire Division Requirements: Walls

- Although the Planning Division may allow placement of ADUs as close as 4 feet to a property line, fire resistive exterior walls may be required.
- All structures within the SRA that are closer than 10' to a property line must be constructed with 1 hour construction and no openings at those wall lines.
- New and altered walls within 5' of the adjacent property line require 1 hour construction when the structure does not contain a fire sprinkler system.

More Fire Division ADU Requirements

Projects in the State Responsibility Area (SRA) – Emergency Vehicle Access

- All new ADUs must be shown with adequate Fire Safe Standards (FSS) emergency vehicle access

<https://sonomacounty.ca.gov/PRMD/Fire-Prevention/County-Fire-Code/>

For general or specific Fire Division questions email:

FirePrevention@Sonoma-county.org

Building Code ADU Requirements

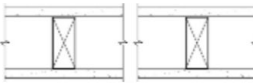
Attached ADUs – Fire Separation

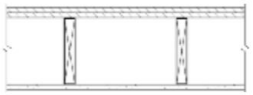
- When building an ADU attached to another dwelling, a 1 hour fire resistive separation is required between the two dwellings.

R302.3 Two-family dwellings. Dwelling units in two-family dwellings shall be separated from each other by wall and floor assemblies having not less than a 1-hour fire-resistance rating where tested in accordance with ASTM E119, UL 263 or Section 703.3 of the *California Building Code*. Fire-resistance-rated floor/ceiling and wall assemblies shall extend to and be tight against the exterior wall, and wall assemblies shall extend from the foundation to the underside of the roof sheathing.

R302.3.1 Supporting construction. Where floor assemblies are required to be fire-resistance rated by Section R302.3, the supporting construction of such assemblies shall have an equal or greater fire-resistance rating.

Fire Division Requirements: Fire Separation

GA FILE NO. WP 3605	GENERIC	1 HOUR FIRE	30 to 34 STC SOUND
<p align="center">GYPSUM WALLBOARD, WOOD STUDS</p> <p>One layer 5/8" type X plain or predecorated gypsum wallboard, water-resistant gypsum backing board, or gypsum veneer base applied parallel or at right angles to each side of 2 x 4 wood studs 16" o.c. with 6d coated nails, 17/8" long, 0.0915" shank, 1/4" heads, 7" o.c. Joints of square edge, bevel edge or predecorated wallboard may be left exposed. Joints staggered 16" on opposite sides. (LOAD-BEARING)</p>		 <p>Thickness: 47/8" Approx. Weight: 7 psf Fire Test: UL R1319-4, -6, 6-17-52; UL R2717-39, 1-20-66; UL R3501-52, 3-15-66, UL Design U305; ULC Design W301 Sound Test: OR 64-8, 2-4-64</p>	

GA FILE NO. FC 5420	GENERIC	1 HOUR FIRE	35 to 39 STC SOUND
<p align="center">WOOD JOISTS, GYPSUM WALLBOARD</p> <p>One layer 5/8" type X gypsum wallboard or gypsum veneer base applied at right angles to 2 x 10 wood joists 16" o.c. with 6d coated nails, 17/8" long 0.0915" shank, 1/4" heads, 6" o.c. Wood joists supporting 1" nominal wood subfloor and 1" nominal wood finish floor, or 19/32" plywood finished floor with long edges T & G and 19/32" interior plywood with exterior glue subfloor perpendicular to joists with joints staggered.</p>		 <p>Approx. Ceiling Weight: 2.5 psf Fire Test: UL R3501-5, 9, 7-15-52; UL R1319-2, 3, 6-5-52; UL Design L 501; ULC Design M500 Sound Test: See FC 5410 (NGC 4024, 7-13-66) 32 (66 C & P) IIC & Test: NGC 5032, 7-19-66</p>	

Engineering Division ADU Requirements

- If grading is necessary to construct an adequate fire safe access or for construction, a Grading Permit may be required if more than 50 cubic yards, or more than 3 vertical feet, of cut or fill is proposed.
- Grading Permit Questionnaire:
<https://sonomacounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147551978>
- Adequate details of the protection of onsite storm water from polluting streams or waterways during construction must be provided in the plan set.

More Engineering Division ADU Requirements

- An Encroachment Permit may be required if the driveway entrance from the County maintained road is not currently compliant, per the following policy:

<https://sonomacounty.ca.gov/PRMD/Eng-and-Constr/Encroachment/Required-Driveway-Entrance-Upgrades/>

- Driveway entrances must conform to applicable Transportation and Public Works standards, if required to be upgraded:

<https://sonomacounty.ca.gov/TPW/Roads/Services/Data-and-Resources/Construction-Standards/>

Legalization of Unpermitted Structures

- If an existing structure was constructed, or converted from another structure type to an ADU, without permits or inspections, the Code Enforcement Division must review the scope and application to **determine if the unpermitted construction constitutes a hazard to the health and safety** of the community.
 - Plans and documents must justify any unpermitted construction to adhere to the applicable codes.

Contact the Code Enforcement Division directly with questions at prmd-enforcement@Sonoma-county.org

Required Inspections

- **Building Inspection Division** will conduct inspections the next day after scheduling to verify the construction matches approved plans.
- **Special inspections** may be required by 3rd party consultants for certain types of construction, such as drilled pier foundations, retaining walls, welding, or high load diaphragms.
- **Typical inspections** include underground utilities, foundation, underfloor, shear and roof nailing, close-in, and final inspection.

Contact the Inspection Division with specific inspection-related questions:

permitsonoma-buildinginspection@Sonoma-county.org

Cost

Taxes

Financing

Time

FAQ's



Cost

- Varies significantly
 - Size
 - Type
 - Materials
 - Fees
 - Parcel
- Impact fees waived if > 750 sf
- *See our ADU Calculator & page 34 of ADU Workbook*



Taxes

- Property taxes increase based on added value of ADU
- *See page 37 of ADU Workbook*

Financing

- Cash savings or other liquid assets
- Cash-out refinance
- Loans from friends or family
- Home equity loans or home equity lines of credit (HELOC)
- Renovation loans
- Company rent share
- *See page 37 of ADU Workbook*

Time

- Average of 1 - 2 years
- *See page 10 of ADU Workbook*



ADU stories from your neighbors

Check them out on our website:

<https://napasonomaadu.org/stories>



What type of ADU is for you?



DETACHED

free-standing structure, such as a backyard cottage



GARAGE APARTMENT

converted former garage space



ATTACHED

shares at least one wall with the primary home



ABOVE GARAGE

unit built above garage



INTERIOR CONVERSION

built from existing converted space (e.g., an attic or a basement)

Audience Q&A

We are here to help you

Reach out to us anytime,
and sign up for our
newsletter at our website!

www.napasonomaadu.org

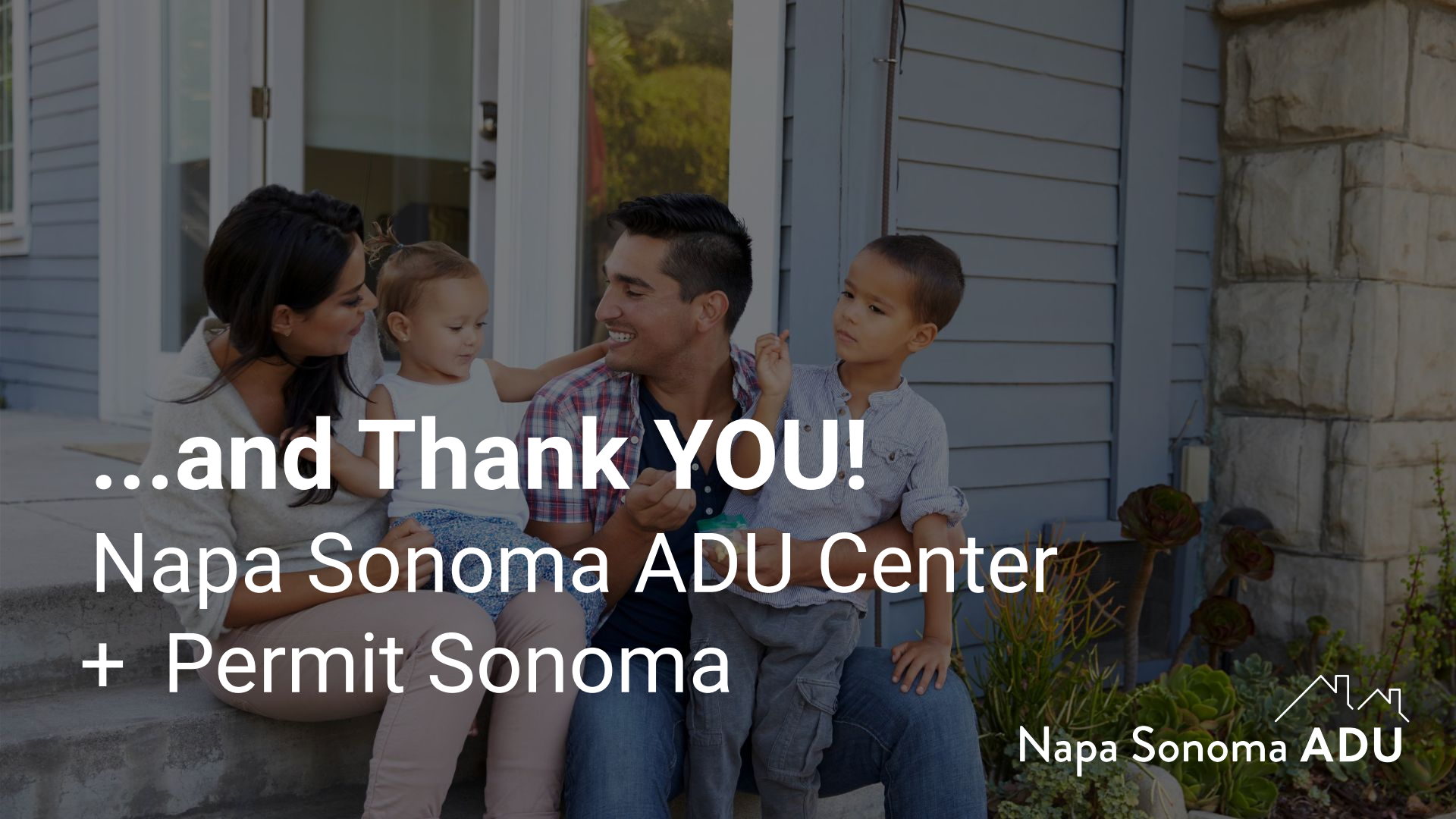
info@napasonomaadu.org

707.804.8575

Thanks to our
supporters &
collaborators

Napa Sonoma  ADU





...and Thank YOU!
Napa Sonoma ADU Center
+ Permit Sonoma


Napa Sonoma ADU