



**FROM:** Karen Paquette, Program and Operations Supervisor  
**DATE:** Revised February 5, 2025  
**RE:** ADUs – Customer Guide

## **APPLICATION REQUIREMENTS**

### *Confirm the Current Use*

- The main dwelling must be a Detached Single-Family Dwelling.

### *Description*

- The description should start with
  - “Detached Single-Family Dwelling Unit – Addition of one <Detached/Attached> Accessory Dwelling Unit (ADU)”
- The description needs to clearly state where the ADU is located on the property or within the existing single-family dwelling.
  - Examples:
    - In the basement of the main dwelling unit
    - On the 2<sup>nd</sup> floor of the garage
    - In an addition to the main dwelling unit
    - In the detached garage, converted
- Area – in the description state the square footage of the main dwelling and the square footage of the ADU.

### *Owner Statement*

If there is “No Construction” or a Contractor is not assigned on a Plan with Construction, **an Owner Statement is required, completed by the Owner of the main dwelling.**

The Owner statement is not required if a Contractor is assigned to the Permit.

## *Plans*

- If the permit includes construction, that work should be clearly described. A construction plan set is required and Contractor requirements apply.
- If there is no construction, the description needs to include “NO CONSTRUCTION.”
- **ALL ADU APPLICATIONS MUST INCLUDE A FLOOR PLAN OF THE MAIN DWELLING AND THE ADU.**
  - The floor plan must include:
    - Measurements
    - Labeled rooms, doors, windows, means of egress
    - Indication of spaces shared with both units
    - Square footage of the primary dwelling and the proposed ADU
  - In the ADU show:
    - Permanent fixtures including the food preparation area with sink, permanently mounted cooking device and/or stove, refrigerator, and sanitation fixtures with clearances.
  - Other Plan requirements:
    - If fire separation is not provided, a Fire Alarm system complying with Chapter 29 of NFPA 72 and interconnected CO alarms must be installed throughout.
    - Show locations for full access to utility controls, disconnecting means, and all overcurrent devices for the ADU.
    - ADUs are required to comply with the applicable design criteria in the Virginia Residential code. This includes lighting, ventilation, heating, room areas, ceiling heights, sanitation, toilet, bath, and shower spaces, EERO's, etc.
      - Exception: Historic Buildings and approved by the Commissioner of Buildings.
  - NOTE: If the ADU is in a building detached from the main dwelling, there will be a Fire Department review to ensure the ADU complies with fire regulations.
- **ALL ADU APPLICATIONS MUST INCLUDE A SITE PLAN**
  - Indicate the property lines with measurements
  - Include all structures on the property
  - Show distances from structures to property lines and other structures

## **TRADE WORK/UTILITIES**

- If the ADU is attached, all utilities all utility connections shall be provided by the primary dwelling only. Exception: When approved by the Commissioner of Buildings.
- Utility connections can be provided by the main dwelling or separately for Detached ADU.
- Trade permits and inspections are required for ALL trade work associated with the ADU project.

## **ZONING REQUIREMENTS**

Please review the Zoning requirements. Among these requirements:

- The ADU cannot exceed one-third of the-floor area of the main single-family dwelling or 500 square feet, whichever is greater.
- The proposed ADU must meet the underlying zoning district regulations (height, setbacks, lot coverage, etc.)

## **USE**

### *Use Designation*

A final Certificate of Occupancy for a Two-Family Dwelling shall be issued with the appropriate designation:

- Two-Family Dwelling – Single-Family Detached Dwelling with Attached ADU
- Two-Family Dwelling – Single-Family Detached Dwelling with Detached ADU