



AB 2533 ADU/JADU Permit Checklist

APPLICATION

In accordance with AB 2533, a streamlined process is now available to help you permit your ADU or JADU that was constructed prior to January 1, 2020. This is an opportunity to ensure the dwelling unit is in compliance with the Health & Safety Code, while also enhancing its value. This handout explains the basic eligibility, application materials, permit process, fee guidance, and health and safety review criteria for permitting an existing unpermitted accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU) constructed before January 1, 2020. Note that separate formal project-specific plans, separate fees, formal plan review, and Building inspection will still be required to correct any identified health and safety violations.

Site Address	
Parcel No(s).	Unit Size (in square feet)
Property Owner Name	
Property Owner Address	
Phone Number	Email
Applicant Name (if different)	
Applicant Phone Number	Applicant Email
Type of Unit ☐ ADU ☐ JADU	
Year of Unit Construction	

Important Notice: This checklist applies to existing ADUs and JADUs constructed or converted before January 1, 2020. Under AB 2533 and State Housing Law, the City's primary focus for these units are correcting unsafe or substandard conditions, rather than requiring full compliance with all current building standards or local ADU regulations. However, the City may require limited upgrades where necessary to abate a substandard condition under Health and Safety Code section 17920.3 or to avoid creating a new unsafe condition as part of the work. A homeowner may obtain an optional third-party inspection before applying. Completing this checklist does not guarantee permit approval. Final approval remains subject to City review, correction of identified health and safety violations, required permits, and inspections. Standard permit, plan review, and inspection fees may still apply.

1. Eligibility and Basic Program Requirement Questionnaire

Questions	Check
Do you have reasonable evidence the ADU or JADU was built or its use converted into a ADU or JADU before January 1, 2020? Examples of reasonable evidence include leases, tax records, escrow documents, prior official City records of the unit (Building, Planning, Code Enforcement), or real estate transfer disclosure forms for the unpermitted unit.	YES ☐ NO ☐
Are there any known substandard conditions under Health and Safety Code Section 17920.3 have not been disclosed for correction as part of this legalization request?	YES ☐ NO ☐
Does the unit include its own independent bathroom (toilet, sink, and shower), or have access to the attached primary unit's bathroom through the interior connection if application is for a JADU?	YES ☐ NO ☐
Was the unit offered or rented out to any individual for less than 31 days (i.e. short-term rental, Air BnB)?	YES ☐ NO ☐

Does the unit have its own independent exterior access and include its own independent kitchen (cooking facilities and sink)?	YES ☐ NO ☐
Does the application include an addition other than the area constructed prior to January 1, 2020?	YES ☐ NO ☐

2. Required Application Materials Checklist

Check	Required Application Materials
☐	Completed permit application identifying the project as an AB 2533 ADU/JADU legalization request.
☐	Property address and assessor parcel information.
☐	Basic description of the unit, including ADU or JADU type, square footage, bedrooms, and bathrooms.
☐	Evidence that the unit was built before January 1, 2020, such as utility records, leases, tax records, escrow documents, prior official City records of the unit (Building, Planning, Code Enforcement), or real estate transfer disclosure forms for the unpermitted unit.
☐	Site plan showing the location of the primary dwelling and the ADU or JADU.
☐	Floor plan showing room layout, doors, windows, plumbing fixtures, and kitchen facilities.
☐	Repair plans or correction drawings, if required by the Building Division, for work needed to resolve identified health and safety or substandard conditions.
☐	Optional third-party inspection report, if obtained.
☐	Any additional documents required by the Building Division to confirm eligibility and safe legalization.
☐	If requested, technical reports or letters from qualified design professionals supporting structural, electrical, plumbing, or mechanical safety of existing work.

To be eligible documentation will need to be submitted showing proof that the ADU or JADU was constructed/converted before January 1, 2020. The construction/conversion date may be established with one or more of the following forms of documentation (check submitted proof type):

- ☐ The County Assessor's initial date recognizing the unpermitted dwelling unit
- ☐ Lease agreement
- ☐ The County Assessor's initial date recognizing the unpermitted dwelling unit
- ☐ Escrow documents identifying the unit and the year of construction
- ☐ Prior official Building, Planning, or Code Enforcement records of the unit
- ☐ Real estate transfer disclosure forms for unpermitted unit
- ☐ Other documents will be considered on a case-by-case basis

3. Recommended Permit Process Checklist

Check	Permit Process Step
☐	Confirm that the ADU/JADU was built or use converted before January 1, 2020
☐	The property owner may obtain a separate, optional third-party pre-inspection prior to the completion and submittal of the application and checklist.
☐	Submit the application with all available plans, photos, proof of construction date, and completed checklist signed and stamped by the California State licensed third-party professional (B Contractor, Architect, or Engineer)
☐	Respond to City requests for additional information or corrections.
☐	Obtain permits for any corrective work that is required, if any.
☐	Allow the City to inspect the unit for health and safety compliance, if required.
☐	Complete required repairs, limited upgrades, or corrections needed to address unsafe or substandard conditions and to avoid creating new safety hazards, if required.
☐	Schedule final inspection and obtain final approval.

4. Fee Guidance

Item	Explanation
Waived Fees	Impact fees and certain connection or capacity charges are generally reduced or waived for qualifying pre-2020 ADUs and JADUs, consistent with State ADU law. The City may still charge for work needed to correct unsafe or substandard infrastructure conditions.
Fees Still Due	Standard building permit, plan review, and inspection fees still apply.
No Penalty for Applying	For qualifying pre-2020 units, the City's enforcement approach is focused on correcting health and safety issues rather than imposing penalties solely because an owner seeks legalization, consistent with State Housing Law enforcement provisions for unsafe and substandard buildings.

Once the application is submitted, the application fee is non-refundable even if the application is denied. It is the responsibility of the applicant to ensure that the ADU/JADU is eligible and/or meet basic program requirements.

5. Substandard Housing Checklist

Use the checklist below to identify conditions that may need correction before legalization can be finalized. Mark each item as **Compliant** or **Needs Correction**.

Fire and Life Safety

Compliant	Needs Correction	Fire and Life Safety Item
☐	☐	Smoke alarms are installed and operational in every sleeping room.
☐	☐	Smoke alarms are installed outside each sleeping area in the immediate vicinity.
☐	☐	Smoke alarms are installed on every level of the unit where required.
☐	☐	Carbon monoxide alarms are installed and operational where required.
☐	☐	Each sleeping room has an emergency egress window or exterior door.
☐	☐	Egress openings meet minimum size and operation requirements.
☐	☐	No bars, grilles, or obstructions prevent emergency escape or rescue.
☐	☐	Required exit doors are present, operable, and unobstructed.
☐	☐	Fuel-burning appliances, fireplaces, and heaters have required clearances to combustibles and are properly vented to the exterior.

Sanitation and Habitability

Compliant	Needs Correction	Sanitation and Habitability Item
☐	☐	A proper toilet, lavatory, and bathtub or shower are present and functioning, as applicable.
☐	☐	A proper kitchen sink is present and functioning.
☐	☐	Hot and cold running water are available to required plumbing fixtures.
☐	☐	Adequate permanent heating is provided.
☐	☐	Required ventilation equipment is present and operational.
☐	☐	Habitable rooms have required natural light and ventilation.
☐	☐	Habitable rooms meet minimum room size requirements.
☐	☐	Required electrical lighting is provided.
☐	☐	No excessive dampness or chronic water intrusion is present.
☐	☐	No infestation of insects, vermin, or rodents is present.
☐	☐	No visible mold growth exists except minor moisture-related surface mold.
☐	☐	The unit does not show general dilapidation or improper maintenance.
☐	☐	The unit is connected to an approved sewage disposal system.
☐	☐	Adequate garbage and rubbish storage and removal facilities are provided.

Structural Hazards

Compliant	Needs Correction	Structural Hazard Item
☐	☐	Foundations are not deteriorated or inadequate.
☐	☐	Floors and floor supports are not defective or deteriorated.
☐	☐	Floors and floor supports are strong enough to carry required loads safely.
☐	☐	Walls, posts, columns, and other vertical supports are not splitting, leaning, listing, or buckling.
☐	☐	Walls, posts, columns, and other vertical supports are sufficient in size and strength.
☐	☐	Ceilings, roofs, and supporting members are not sagging, splitting, listing, or buckling.
☐	☐	Ceilings, roofs, and supporting members are sufficient in size and strength.
☐	☐	Fireplaces, chimneys, and attached structures are not deteriorated or unsafe.
☐	☐	The structure shows no obvious failure in resisting lateral loads such as wind or earthquake forces.

Electrical, Plumbing, Mechanical, and Other Hazards

Compliant	Needs Correction	Electrical, Plumbing, Mechanical, and Other Hazard Item
☐	☐	Electrical wiring, outlets, panels, and fixtures are maintained in a safe condition.
☐	☐	Plumbing systems function safely and do not leak, backflow, or create unsanitary conditions.
☐	☐	Mechanical equipment, including heating, ventilation, and water-heating equipment, is installed and maintained in a safe condition.
☐	☐	Unvented fuel-burning room heaters are not used as the primary heat source in sleeping or living areas.
☐	☐	Gas piping, connectors, and shutoff valves serving appliances are properly installed, protected from damage, and free of leaks.
☐	☐	The exterior building envelope provides adequate weather protection.
☐	☐	No dangerous accumulation of rubbish, weeds, combustible debris, or other fire hazards exists on the site or around the unit.
☐	☐	The building does not otherwise qualify as an unsafe structure under the California Building Code.
☐	☐	Required fire-resistive features, where applicable, are present and maintained.
☐	☐	Sleeping areas and living areas have safe means of egress.
☐	☐	No additional field-observed life-safety conditions exist that would endanger occupants or the public.

Nuisance, Weather Protection, and Additional Safety Conditions

Compliant	Needs Correction	Nuisance, Weather Protection, and Additional Safety Item
☐	☐	No nuisance condition exists on the property that endangers life, health, property, safety, or welfare.
☐	☐	Exterior walls, roofs, foundations, floors, doors, and windows provide adequate weather protection.
☐	☐	Exterior wall coverings and roof coverings are not broken, rotted, split, buckled, or otherwise deteriorated.
☐	☐	No accumulation of weeds, vegetation, junk, debris, garbage, stagnant water, combustible materials, or similar hazards exists on the site.
☐	☐	The building is not unsafe due to inadequate maintenance.
☐	☐	Adequate exit facilities are provided, and additional exits have been added if needed for safety.
☐	☐	Required fire-resistive construction or fire-extinguishing equipment is provided where applicable.
☐	☐	The unit is suitable for living, sleeping, cooking, and dining purposes.
☐	☐	The structure has adequate resistance to horizontal forces.

Acknowledgment and Third-Party Review

By signing below, the property owner acknowledges that this checklist is provided for AB 2533 screening and compliance only. Completion of this checklist does not guarantee permit approval. Any violations identified by the third-party review must be corrected before final permit approval.

Property Owner Signature	Date
---------------------------------	-------------

The following shall be completed by a California Licensed General Contractor (B License), a California Licensed Architect, or a California Licensed Engineer.

Third-Party Reviewer Name	License Type and License Number
Phone Number	Email
Address	

By signing below, I attest that my license is in good standing with the State of California License Board and have verified that the unit located at the address was found to be in compliance with the California Health and Safety standards HSC §17920.3 and the unit is not in a substandard condition.

Unit Address: _____

Date of Inspection: _____

Signature: _____ **Date:** _____

Print Name: _____

Stamp Seal (Architect/Engineer)

--