

**ACCESSORY DWELLING UNIT ENFORCEMENT EXTENSION  
HEALTH AND SAFETY / ZONING SELF-ASSESSMENT****CDE-025**

As the owner of an unpermitted new structure or the conversion of an existing structure (garage, basement, barn, etc.) into a separate living unit, you may be eligible to obtain an enforcement extension for up to 5 years.

This checklist will help determine if you qualify.

***Why should I legalize my unit?***

- **Reduce risks to occupants.** Units that are unpermitted may unknowingly present serious health and safety risks to the occupants.
- **Reduce liability.** An illegal unit poses significant liability to the owner. For example, insurance will not cover damages from a fire that starts in an illegal unit.
- **Increase property value.** Improve the potential for both rental income and resale value by legalizing the unit.
- **Peace of mind.** Legalizing your unit may eliminate worries about a code enforcement action against you.

***Qualification Requirements*****Age of construction/conversion**

- The Accessory Dwelling Unit (ADU) was created before January 1, 2020.
- The ADU was created after January 1, 2020, prior to local adoption of an ADU ordinance compliant with State regulations.

**Habitability**

- To qualify for an ADU 5-year enforcement extension, a habitability inspection shall be conducted by a person licensed by the California Contractors State License Board or having another appropriate professional license. This inspection shall contain, at minimum, a review of the structure for compliance with housing standards pursuant to the California Health and Safety Code.
- The purpose of this document is to ensure ADU structures are safe for continued occupancy and are maintained to acceptable housing and development standards.
- ***Building Owners and Property Managers should note that this checklist guide is not inclusive and there may be items that are not specifically listed below.*** It is the property owner's responsibility to ensure that their units are in compliance with the California Building, Plumbing, Electrical, and Mechanical codes, as well as California Health and Safety Code 17920-17928 and Sonoma County Codes.

### **ADU Extension Request Eligibility Checklist**

I=Inspected/Approved

NI=Not Inspected/Not Approved

NP=Not Present

D=Deficient

#### **EXTERIOR AND COMMON AREAS**

- Foundations are functioning as designed, maintained, and in good condition.
- Exterior walls, trim, and architectural details are maintained and show no signs of deterioration, buckling, or bulging.
- Exterior paint and weatherproofing are maintained and in good condition with no major missing, weathered, or peeling paint.
- Staircases, balconies, decks, and elevated walkways are structurally sound and in good condition.
- Guardrails and handrails are sound, secure, and in good condition.
- Exterior lighting is maintained and in good condition. All light fixtures and covers must be present and in good working order.
- Electrical service panels, meter, and enclosures must be maintained. All electric and gas meters must be labeled to the units they serve. All breakers must be properly labeled.
- All areas are unlocked and available on day of inspection; this is to include all apartments, bedrooms, garages, storage rooms, sheds, utility closets, etc.
- All buildings are clearly labeled as to the street address or unit number.

#### **DOORS, LOCKS, AND WINDOWS**

- Solid core or exterior rated doors required for all main entry doors. Doors must operate and be free from damage.
- Entry door deadbolts (if equipped) must be single-sided deadbolts.
- All windows and sliding patio doors work properly and be free of damage; this includes all locking and latching mechanisms.
- All operable patio doors and windows must have screens that are in good condition and are not missing, bent, or torn.

#### **GARAGES/CARPORTS/PARKING AREAS**

- Structures are maintained and functioning as originally designed.
- Wiring and lighting are maintained and in good working order.
- Driveways, sidewalks, and parking spaces are maintained with no trip hazards.

#### **YARDS AND LANDSCAPING**

- All yards are sanitary, maintained, and are free from excessive weeds, shrubbery, and overgrowth.
- Yards are free of garbage, recycling materials, dismantled vehicles, and excessive personal storage.
- Storage sheds/patio covers/outdoor structures are maintained.
- Yard and structures are free of rodent, pest, or insect infestations.

#### **INTERIOR AREAS**

- Smoke detectors are required to be less than 10 years old, functioning, and installed in all sleeping rooms, hallways, and on each floor level.
- Carbon monoxide detectors are required in hallways leading to sleeping rooms and on each floor level.
- All floor coverings are sanitary, maintained, and are free from damage and trip hazards.
- All wall surfaces, cabinets, countertops, doors, and trim work are to be sanitary, maintained, and free of damage.
- All appliances are to be sanitary, maintained, and functional.
- Dwelling units do not contain excessive personal storage, and a clear egress path is maintained to all exterior doors and windows.
- No visible evidence of roof, window, or wall leakage.

**ELECTRICAL REQUIREMENTS**

- \_\_\_\_\_ All electrical outlets and light switches are functioning, maintained, and have the appropriate cover plates.
- \_\_\_\_\_ All GFCI outlets are functioning and installed at the appropriate locations.
- \_\_\_\_\_ All light fixtures are functioning with the appropriate covers or globes installed.
- \_\_\_\_\_ All electrical systems, including main and subpanels, are maintained. There are no open spaces in panel dead front, and all breakers are labeled to the unit/circuits they serve.
- \_\_\_\_\_ All exterior wiring is properly installed in an approved manner.

**PLUMBING AND MECHANICAL REQUIREMENTS**

- \_\_\_\_\_ All plumbing fixtures and drains are maintained and functioning. All fixtures are properly installed and maintained with no visible leaks.
- \_\_\_\_\_ Bathtubs and shower surrounds are maintained and in good working condition.
- \_\_\_\_\_ Towel bars, grab bars, and accessories are properly secured.
- \_\_\_\_\_ Water heaters are properly installed and maintained. All appliances are seismically braced; two straps are required. Temperature & pressure relief valve and drain line are properly installed and discharge to an appropriate location.
- \_\_\_\_\_ Furnaces – All heaters are maintained, properly installed and functioning.
- \_\_\_\_\_ Ventilation hoods, bath fans, and related ductwork are maintained, sanitary, and operational at time of inspection. All filters and light covers must be present and clean.

**IMPORTANT:** You must correct any habitability deficiencies noted above or as discovered. Once these health and safety issues are addressed, you may proceed with getting your building permit OR apply for an enforcement extension request. The size and location of the ADU may make the structure ineligible for an enforcement extension.

**Property Zoning**

- Yes  No Is there an existing or proposed primary residence on the parcel?
- Yes  No Is the parcel in an agricultural, residential, or mixed-use zone (LIA, LEA, DA, RRD, AR, RR, R1, R2, R3, PC, CO, C1, C2, LC, WH, AH)?
- Yes  No Does the ADU meet the required 4' rear and side yard setbacks and front yard setback as required by the base zoning district?
- Yes  No Is the new detached ADU less than 1,200 square feet? If attached, is the ADU less than 50% of the floor area of the primary residence?
- Yes  No Is the parcel in the Z (Accessory Dwelling Unit Exclusion) Combining District or is your property under a Williamson Act contract (agricultural preserve)?
- Yes  No Is the parcel zoned HD (Historic) Combining District?
- Yes  No Is the parcel zoned LG (Local Guidelines) or SR (Scenic Resources) Combining District?
- Yes  No Is the parcel zoned RC (Riparian Corridor) or G (Geologic Hazard) Combining District?
- Yes  No Is the parcel zoned F1 (Floodway), Combining District, or F2 (Floodplain) Combining District?
- Yes  No Are all required Well & Septic permits or public water and sewer connections established?

**Notes**

Prepared For \_\_\_\_\_ Address \_\_\_\_\_

Inspector \_\_\_\_\_ Parcel # \_\_\_\_\_

License # \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_