

# PROCESSING GUIDE FOR PRE-APPROVED ACCESSORY DWELLING UNITS (ADUs) WITH SINGLE-FAMILY HOMES



CITY OF  
**OAKLAND**

PLANNING AND BUILDING DEPARTMENT • 250 FRANK H. OGAWA PLAZA 2ND FLR • (510) 238-3911  
<https://www.oaklandca.gov/departments/planning-and-building>

The City of Oakland has developed a program to encourage the construction of ADUs by offering a selection of pre-approved ADU building plans to be used on properties with Single Family homes. These permit-ready plans are complete sets of construction drawings to the latest codes. These drawing packages are pre-approved by the **Planning and Building Department** and are available "off-the-shelf" at no cost. This guide will assist you in the preparation of your building permit submittal for your pre-approved ADU. Please follow the steps outlined below.

**Step 1** **PROJECT FEASIBILITY** Review our [online Guidebook to Single-Family Accessory Dwelling Units](#) to determine the feasibility of constructing an ADU on your property.

**Step 2** **DESIGN COMPATIBILITY** The Planning Bureau must review your site to determine if a pre-approved ADU plan is suitable for your location. Pre-approved plans may *not* be an option in certain neighborhoods or districts of the City. To verify that a pre-approved ADU is compatible with your site, please contact the City of Oakland's Planning Bureau at (510) 238-3911 or for faster response, email [permitinfo@oaklandca.gov](mailto:permitinfo@oaklandca.gov).

**Step 3** **PLANS** Prepare a Site Plan showing all existing structures, easements, utilities, and proposed location. Also, prepare your ADU Plan with floor plan, electrical plan, foundation/walls, details, roof plan, and elevations. See our sample [Site Plan](#) and [ADU Plans](#).

**Step 4** **DOCUMENTATION** Compile and complete all documents as outlined and linked here:

- o [Building Permit Application](#)
- o [ADU Application](#)
- o [Hold Harmless Agreement](#)
- o [Title 24 Energy Documentation \(Find a certified CA Building Energy Consultant.\)](#)
- o [Site Plan](#) and [Pre-Approved ADU Plans](#)

**Step 5** **SUBMIT APPLICATION** Submit all required documents as outlined above to [permitinfo@oaklandca.gov](mailto:permitinfo@oaklandca.gov). Planning and Building staff will review your submittal documents and provide feedback or prepare your permit for issuance. If everything is in order, your chosen pre-approved ADU plans will be added to your submittal for final processing. As needed, an appointment will be scheduled to go over your documents.

**Step 6** **FEE PAYMENT** You will be contacted regarding the permit fees for the project and any additional information that may be required. Once all fees are paid and all information received, the Building Permit will be issued for construction within 10 business days. Note: Separate School District developer fees may be owed prior to permit issuance.