



# JUNIOR ACCESSORY DWELLING UNIT PERMIT APPLICATION

City of Sausalito | Community Development Department  
420 Litho Street | Sausalito, CA 94965 | (415) 289-4128 | [cdd@sausalito.gov](mailto:cdd@sausalito.gov)

## **WHAT IS A JUNIOR ACCESSORY DWELLING UNIT (JADU)?**

A Junior Accessory Dwelling Unit (JADU) is halfway between renting a room to a roommate and having a full Accessory Dwelling Unit. JADUs are accessory to a primary dwelling unit and are limited to 500 square feet in size. JADUs are created from existing floor area of a dwelling unit and must contain an entrance into the dwelling as well as a separate entrance to the outside. JADUs are required to have separate cooking facilities (such as a kitchenette) but are allowed to share bathroom facilities with the main house.

JADUs allow for much needed flexible and affordable housing options, allowing homeowners to repurpose existing underutilized space to generate extra revenue. This flexibility can allow people to stay in their homes longer and provide housing for parents, children or caregivers with minimal construction and impact to a neighborhood.

The information in this packet summarizes the JADU regulations in the Sausalito Municipal Code (SMC). To review the full set of regulations related to JADUs, please refer SMC Section 10.44.085 at <https://www.codepublishing.com/CA/Sausalito/>.

## **THE JADU PERMIT PROCESS OVERVIEW**

The creation of a new JADU may be reviewed at the ministerial (staff level) without a requirement for a public hearing if certain criteria are met.

**Step 1 (Recommended): Meet with the Planning and Building Divisions.** A Planner and the Permit Technician are available for consultation during Community Development Department hours. The Planner will go over the JADU requirements with you and the Permit Technician will be available to troubleshoot any questions related to the building permit. If your project does not meet the ministerial JADU requirements, ask the Planner about requesting an exception through the Conditional Use Permit process.

**Step 2: Prepare plans and application materials.** The plans do not need to be drawn by an architect, but must be accurate, neat and to-scale. Use the Application Submittal Checklist on Page 2 of this form to ensure that the application contains all necessary information prior to submittal.

**Step 3: Submit your application and plans.** Staff will review your application and let you know if you are missing any materials. This process takes approximately 30 days for the initial review, and up to 60 days for a final decision regarding the application.

**Step 4: JADU Permit issuance.** If the JADU meets all Sausalito Municipal Code requirements for JADUs, Staff may issue a JADU Permit. You may then apply for a building permit to construct/incorporate the unit.

**\*Where advisory notes are found to be non-compliant with state law related to JADUs, state law supersedes.**

**SECTION 1 – APPLICATION SUBMITTAL CHECKLIST**

Item	Description	Check If Submitted
<b>Application Form</b>	Completed Application Form with all required signatures	
<b>Fees</b>	<input type="checkbox"/> \$405 for JADU Permit <input type="checkbox"/> \$35 for Plan Retention	
<b>Plans</b>	<p>Electronic plans, that meet the City’s Digital Submittal Requirements and include all of the following:</p> <ul style="list-style-type: none"> <li>• <i>Site plan (existing and proposed):</i> at 1/8” scale showing all property lines, location of existing units and the JADU, and locations and dimensions of parking spaces. Indicate the size of all units.</li> <li>• <i>Floor plans (existing and proposed):</i> Floor plans of the primary dwelling unit and the JADU, accurately scaled and dimensioned at 1/4” scale. Must indicate location of all bedrooms, living areas, kitchens, bathrooms, entrances, and the connection to the primary dwelling unit.</li> <li>• <i>Elevations (existing and proposed):</i> Accurately scaled architectural elevations at 1/4” scale, depicting exterior elements, windows, doors and decks, all colors and materials, and height from average natural grade. Indicate the location of the JADU.</li> </ul>	

**SECTION 2 – CONTACT INFORMATION**

Property Owner Name	
Property Owner Address	
Property Owner Telephone	
Property Owner Email	
Applicant Name (Primary Project Contact)	
Applicant Address	
Applicant Telephone	
Applicant Email	

**SECTION 3 – COMPLIANCE WITH JUNIOR ACCESSORY DWELLING UNIT STANDARDS**

JADU Regulation	Description	Applicant Initial	STAFF USE ONLY
<b>ALL JADUs</b>			
<b>Location</b>	JADUs are only allowed in single-family residential (R-1-20, R-1-8, R-1-6), houseboats (H), and arks (A) zoning districts. JADU must be contained entirely within the walls of a proposed or existing legally created single-family dwelling.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Density</b>	No more than one JADU is allowed per residential lot zoned for single-family residences, and the parcel must contain at least one existing or proposed single-family dwelling.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Access</b>	A JADU shall have a separate entrance from the main entrance to the single-family dwelling.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Kitchen and Bathroom Facilities</b>	A JADU shall include an efficiency kitchen, which shall include cooking appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the unit. A separate sanitation facility may be provided, but is not required.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Owner Restrictions</b>	Property owner must occupy either the primary dwelling unit or the JADU. Owner-occupancy shall not be required if the owner is a governmental agency, land trust, or housing organization.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Deed Restriction</b>	<p>Prior to building permit issuance, a deed restriction shall be recorded in a form approved by the City Attorney, to ensure:</p> <ul style="list-style-type: none"> <li>a. A JADU shall not be sold separately from the primary dwelling, including a statement that the deed restriction may be enforced against future purchasers;</li> <li>b. The JADU is restricted to the size and attributes that conform to SMC 10.44.085 pertaining to JADUs;</li> <li>c. Either the primary or junior accessory dwelling unit is owner-occupied (unless the owner is a governmental agency, land trust, or housing organization); and</li> <li>d. The property shall not be rented for fewer than 30 consecutive calendar days.</li> </ul>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Utility Connections</b>	JADUs are exempt from any requirement to install a new or separate utility connection and to pay any associated capacity fees or charges.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Short-Term Rentals</b>	A JADU may not be rented for fewer than 30 consecutive calendar days.		<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 4 – JADU & PRIMARY DWELLING UNIT INFORMATION**

<b><u>Primary Dwelling Unit Address</u></b>	
<b><u>Proposed JADU Address</u></b>	
<b><u>Assessor’s Parcel Number (APN)</u></b>	
<b><u>Proposed JADU Size (sq. ft.)</u></b>	

**SECTION 5 – STATEMENT OF PROPERTY OWNERSHIP AND ACKNOWLEDGEMENT & CERTIFICATION OF APPLICATION**

**Property Owned by Individual(s)**

I, \_\_\_\_\_, hereby state under penalty of perjury under the laws of the State of California that I am the record owner of the above-described subject property. I authorize the applicant designated in this application to act as my representative during consideration of this project by the City. I agree to be responsible for all costs incurred in connection with the processing of my application and appeals, if any. I shall defend, indemnify (including reimbursement of all fees and costs reasonably incurred by separate counsel retained by the City) and hold harmless the City and its elected and appointed officials, officers, agents and employees, from and against any and all liability, loss, damage, or expense, including without limitation reasonable attorney’s fees which City may suffer or incur as a result of any claims relating to or arising from the City’s approval of the project or any portion of the project. I furthermore acknowledge that if the Junior Accessory Dwelling Unit Permit is approved I must occupy either the primary unit or junior accessory dwelling unit as my primary residence. I understand that the contents of this document are a Public Record.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**Property Owned by a Trust, LLC, Corporation, Partnership, or Other Entity**

*For a property owned by a trust, please attach the trust document or a certificate of trust, including any attachments thereto. For an LLC, corporation, partnership, or other entity, please attach proof of ownership and certification of the signer’s authorization to enter into contracts on behalf of the entity.*

I/We, \_\_\_\_\_, hereby state under penalty of perjury under the laws of the State of California that the above-described subject property is owned by a trust, LLC, corporation, partnership, or other entity and that my/our signature/s on this application has/have been authorized by all necessary action required by the LLC, corporation, partnership, or other entity. I/We authorize the applicant designated in this application to act as my/our representative during consideration of this project by the City. I/We agree to be responsible for all costs incurred in connection with the processing of my/our application and appeals, if any. I/We shall defend, indemnify (including reimbursement of all fees and costs reasonably incurred by separate counsel retained by the City) and hold harmless the City and its elected and appointed officials, officers, agents and employees, from and against any and all liability, loss, damage, or expense, including without limitation reasonable attorney’s fees which City may suffer or incur as a result of any claims relating to or arising from the City’s approval of the project or any portion of the project. I/We furthermore acknowledge that if the Junior Accessory Dwelling Unit Permit is approved I/We must occupy either the primary unit or junior accessory dwelling unit as my/our primary residence. I/We understand that the contents of this document are a Public Record.

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Trustee(s)  Partners:  Limited or  General  Corporation  Other

Name of trust, LLC, corporation, or other entity: \_\_\_\_\_

**Applicant Signature**

I, \_\_\_\_\_, hereby make application for approval of the junior accessory dwelling unit permit requested. I have read this application and hereby certify that the statements furnished above and in the attached exhibits present the data and information required for the accessory dwelling unit to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. I understand that the contents of this document are a Public Record.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**SECTION 6 – COPYRIGHT MATERIALS RELEASE**

To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The City of Sausalito hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City’s website for public review and providing electronic reproductions to the City’s review boards and commissions. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application agreeing to publication or reproduction of any such plans or drawings by the City. If signatures are not provided, permission to post the project plans will be deemed granted by submission of this application for City processing unless the applicant submits a site plan or massing diagram with the plans meeting the definitions of Section 65103.5 and directs the City to use only the site plan and massing diagram for distribution to the public and posting online.

Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

*ENGINEER /SURVEYOR’S SIGNATURE AUTHORIZING PUBLICATION OR RERODUCTION OF PLANS/DRAWINGS*

Architect Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

*ARCHITECT/DESIGNER’S SIGNATURE AUTHORIZING PUBLICATION OR RERODUCTION OF PLANS/DRAWINGS*

Landscape Architect Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SECTION 7 – FOR COMPLETION BY CITY STAFF ONLY**

DATE RECEIVED (MM-DD-YYYY)	
PROJECT NUMBER	
ZONING DISTRICT	

PERMIT DECISION	<input type="checkbox"/> Approval <input type="checkbox"/> Denial
DECISION DATE (MM-DD-YYYY)	
PRINTED NAME	
TITLE	
SIGNATURE	

**SECTION 8 – Advisory Notes\***

1. Appropriate Building Permits are required prior to the occupancy of the Junior Accessory Dwelling Unit.
2. Deed Restriction. Prior to Building Permit issuance a deed restriction shall be recorded, in a form approved by the City Attorney, to ensure that:
  - a. The Junior Accessory Dwelling Unit shall not be sold separately from the primary dwelling unit.
  - b. The Junior Accessory Dwelling Unit is restricted to the size and attributes that conform to the Sausalito Municipal Code.
  - c. Either the Primary or Junior Accessory Dwelling Unit is owner-occupied.
  - d. The property shall not be rented for fewer than 30 consecutive calendar days.
3. Appropriate Building Permits are required prior to the occupancy of the Junior Accessory Dwelling Unit.
4. A Fire District Inspection shall be required in order to determine final occupancy requirements.
5. The applicant shall contact the Marin Municipal Water District and the Sausalito Marin City Sanitary District for additional permitting requirements.
6. A Change of Address Application must be filed with the Department of Public Works for all new JADUs following approval of permit.

Additional Applicable Advisory Notes:

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