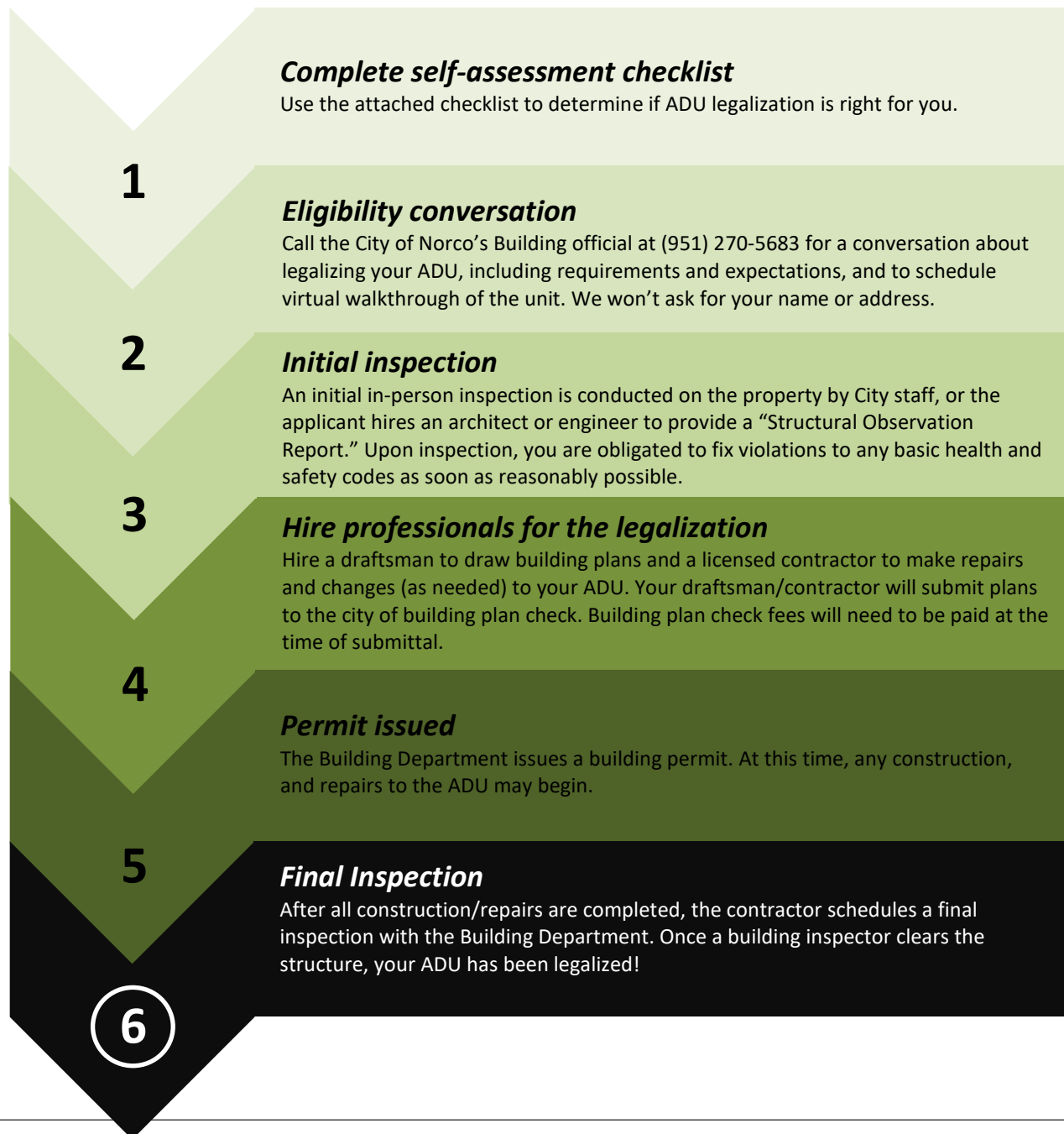




# ACCESSORY DWELLING UNIT (ADU) LEGALIZATION PROGRAM

## PART 1: PATHWAY TO A LEGALIZED ADU



### BUILDING & SAFETY DIVISION

## PART 2: SELF-ASSESSMENT CHECKLIST

### SECTION A. ABOUT THE UNIT TO BE LEGALIZED

| Check your type of unit/s below.  | Total square feet (sf) of ADU | Year home was built | Year ADU was built or converted |
|---|-------------------------------|---------------------|---------------------------------|
| <input type="checkbox"/> <b>Attached Garage Conversion</b> - An attached garage was converted to a living unit.   |                               |                     |                                 |
| <input type="checkbox"/> <b>Attached House Addition</b> – An ADU added to the existing house main house.  |                               |                     |                                 |
| <input type="checkbox"/> <b>Detached Unit Construction or Conversion</b> - A living unit was constructed separate from the main home, or a detached garage, shed, barn or other structure was converted to a living unit. |                               |                     |                                 |
| <input type="checkbox"/> <b>Interior Room Conversion</b> - A room within the main home was converted to a living unit.  |                               |                     |                                 |

Please fill out the table below. You may enter an estimated year when applicable. For total square footage, add the square footage of all living areas connected by a door or other opening, including bathrooms and closets.

### SECTION B. ADU CHARACTERISTICS

Please fill out the table below. Each “No” answer on the checklist below indicates that a repair or a degree of reconstruction is needed. You can obtain estimated costs for this work by speaking with professional contractors. If the city inspection observes basic health and safety hazards, you must fix such items as soon as reasonably possible. For life-threatening hazards, you may be obligated to vacate the unit and move the occupants into other premises until repairs are made.

| Question   | Yes | No | Not Sure or Not Applicable | Notes |
|--|-----|----|----------------------------|-------|
| <i>Setbacks</i>  |     |    |                            |       |
| 1. If detached, is the ADU a minimum 4 feet away from any property line?   |     |    |                            |       |
| 2. If detached, is the ADU no greater than 16 feet in height?  |     |    |                            |       |
| 3. If attached to a two-story house, is the ADU no greater than 24 feet in height?   |     |    |                            |       |
| <i>Basic Health and Safety</i>   |     |    |                            |       |
| 4. Is the unit free of significant structural damage or defects due to deterioration, such as tilting walls or sagging roofs that present hazards? |     |    |                            |       |
| 5. Is the unit free of sewer gas smells?   |     |    |                            |       |

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|  |  |  |  |  |
|--|--|--|--|--|
| 6. Is the unit free of exposed electrical wiring?  |  |  |  |  |
| 7. Are rooms used for sleeping free of a gas furnace, water heater, stove or other gas appliance?                      |  |  |  |  |
| 8. Is there a smoke detector in the unit and in each bedroom?  |  |  |  |  |
| 9. Is there a carbon monoxide detector in the unit?  |  |  |  |  |
| 10. Is there a direct exit from the unit to the outside?   |  |  |  |  |
| 11. Does the unit have a foundation?   |  |  |  |  |
| <i>Other Unit Characteristics</i>  |  |  |  |  |
| 12. Are the roof, walls, and floors free of holes and any leaks?   |  |  |  |  |
| 13. Is there a toilet?   |  |  |  |  |
| 14. Is there a shower or tub and a sink with running hot and cold water?   |  |  |  |  |
| 15. Is there an exhaust fan or operable window to vent the bathroom?   |  |  |  |  |
| 16. Does the unit have its own heating system with a thermostat?   |  |  |  |  |
| 17. Does the unit have facilities for cooking and a kitchen sink?  |  |  |  |  |
| 18. Does the unit have an exterior door that is at least 3' wide and 6'8" high?  |  |  |  |  |
| 19. Are there working electrical outlets and light switches in all rooms?  |  |  |  |  |
| 20. Does the electrical panel box serving the unit have adequate capacity with appropriate fuses and circuit breakers? |  |  |  |  |
| 21. Does the occupant have access to the circuit breakers for the ADU without entering the main house?                 |  |  |  |  |
| 22. If stairs are needed to access the ADU, is there a handrail and guards?  |  |  |  |  |

## PART 3: FREQUENTLY ASKED QUESTIONS

### 1) WHY SHOULD I LEGALIZE MY ADU?

Legalizing an unpermitted ADU has multiple benefits. Having a permitted ADU on your property increases property values. Additionally, permitted ADUs also allows property owners to legally rent out the unit for extra income, and helps avoid any future problems with neighbors and/or City Code Enforcement.

### 2) WHAT ARE THE PROGRAM QUALIFICATIONS?

ADU's constructed without a Building Permit before 01/01/2018 are eligible. Both attached and detached structures will be considered including garage conversions. ADU's up to 1200 SF and no greater than 1-story are allowed in the City of Norco.

### 3) ARE THERE ANY OTHER FEES ASSOCIATED WITH THE PROGRAM?

Development Impact Fees (DIF) will apply to ADU's 750 SF or larger. Units 749 SF and smaller are exempt from DIF fees.

### 4) CAN I CHANGE MY MIND IF I DECIDE THAT THE PERMITTING AND CONSTRUCTION PROCESS IS TOO MUCH FOR ME TO HANDLE?

Yes, you can decide not to proceed with the legalization of the ADU at any point during the process. If the process goes as far as plans are submitted for Building plan check, plan check fees will be charged to the applicant before the plan review can commence. If the applicant decides not to proceed with the project after the plans area submitted, plan review fees cannot be refunded.

### 5) ARE FIRE SPRINKLERS REQUIRED FOR A NEW ADU?

Maybe. If the existing main house is equipped with a Fire Sprinkler system, then the ADU (attached or detached) will also be required to install a fire sprinkler system.

### 6) ARE SEPARATE UTILITES REQUIRED FOR AN ADU?

ADU's 750 SF or greater are required to supply a separate water meter. For units 749 SF or less, the water meter can be shared with the main house. Any ADU can share gas, electrical, phone, trash etc. services with the main house. If an ADU is created within the confines of a legally existing detached accessory building (i,e, a garage), a second water meeting is not required.

### 7) WILL MY PROPERTY BE RE-ASSESSED FOR PROPERTY TAXES WHEN ADDING AN ADU?

Once the ADU is finalized, a copy of the approved plans will be submitted to the Riverside County Assessor's Office. Please contact the Riverside County Assessor's Office at <https://www.rivcoacr.org/> for more information on property assessments when adding an ADU.

### 8) WHAT INCENTIVES ARE AVAILABLE TO BRING MY SECOND UNIT INTO COMPLIANCE AS AN ADU?

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- Should a homeowner agree to an on-site inspection for the ADU, this special inspection cost will be waived.
  - For ADUs under 750 square feet - City building permit fees will be waived with the exception of the plan check fees and required State and pass-through fees (i.e. school and MSHCP fees).
  - For ADUs 750 square feet and over - 50% of Development Impact Fees (DIF) will be waived.
  - For ADUs converted from an existing structure with a valid building permit (legally constructed), City building permit fees, excluding plan check fees, will be waived. However, required State and pass-through fees (e.g., School and MSHCP fees) will still apply. Additionally, all City Development Impact Fees (DIF) will be waived in their entirety.
- 9) How long will this program last?
- The program will be in place for two years or when the \$250,000 in fee waivers has been expended (whichever comes first).