



City of Claremont
Community Development Department
(909) 399-5470
Claremont City Hall
207 Harvard Avenue, Claremont CA 91711
Counter Hours: Mon - Thurs, 7am - 6pm (closed 12pm - 1pm)

**Interested in an ADU or JADU?
Here are some important things
to keep in mind.**

What is an Accessory Dwelling Unit (ADU)?

An ADU, commonly referred to as a granny flat, back house, or garage conversion, is a residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence or residences. ADUs provide permanent provisions for living, sleeping, eating, cooking, and sanitation as well as an entrance separate from the primary residence. Only one ADU is permitted per single-family residential lot (along with one JADU). An ADU may not be sold separately from the primary residence.

What is a Junior Accessory Dwelling Unit (JADU)?

A Junior Accessory Dwelling Unit is a unit that is no more than 500 square feet in size and created within the walls of a proposed or existing single-family residence. A JADU shall include a permanent kitchen and sleeping facilities as well as its own separate entrance. JADUs may share a bathroom with the primary dwelling, or have their own. Only one JADU is permitted per single-family residential lot (along with one ADU).

City Development Standards for ADUs and JADUs:

All ADU and JADU exterior features, including windows, color, materials, and roof, must match primary dwelling design. ADU units must be no less than 150 square feet and no more than 1000 square feet in size with a set back of at least 4 feet from the property line. The maximum height is 16 feet, in most cases. JADUs must be attached to the primary residence and be no less than 150 square feet and no more than 500 square feet.

For ADUs over 500 square feet, the kitchen must include a 22-inch sink with garbage disposal, accommodate a 69" x 29" refrigerator, a 4-element stove, and 15 square feet of counter space. For ADUs under 500 square feet, the kitchen must include a 15-inch sink, accommodate a 62" x 25" refrigerator, 2-element electronic stove of 120 volts, and 10 square feet of counter space.

Application Process for ADUs and JADUs:

The ADU and JADU application can be found on the Planning Permits, Fees, & Forms page on the City website at www.ci.claremont.ca.us/adu. Before submitting your application, there are several required documents you will need to submit:

- Complete application (including notarized signature of the property owner)
- Site Plan (must show all existing and proposed structures, parking, and existing mature trees)
- Floor plan of the proposed ADU (and existing structure, for ADU conversions)
- Elevation Plans
- Specifications/cut sheets for all roof materials, windows, exterior doors, and exterior fixtures
- Photos of primary residence
- Preliminary Title Report
- Statement describing intended occupant (i.e. renter, family member) and estimated monthly rent
- Landscape Plan for the area adjacent to the Second Unit (if applicable)

THE ADU PROCESS AT-A-GLANCE

The City of Claremont Community Development Department is available to help you through your ADU/JADU process. The Community Development Department is located in City Hall at 207 Harvard Avenue, Claremont, CA 91711. Please bring your questions to the counter (Mon - Thurs, 7am - 6 pm), call (909) 399- 5470, or visit www.ci.claremont.ca.us/adu to learn more and to access resources.



1. REVIEW ADU REQUIREMENTS

Review the City's ADU/JADU development standards and speak with a planner to initiate your project.



2. CONSULT A DESIGN PROFESSIONAL

Now that you have an idea of the process, we strongly advise you hire a designer, architect, or engineer to design your concept and bring it to life in the form of a plan set for the ADUP submittal. Also consider consulting licensed contractors in this step; some firms provide both design and build services. Check with City staff to view pre-approved adu plans.



3. SUBMIT APPLICATION FOR ADUP

Submit a completed application to the Planning Division. Upon Planning Division approval, you will receive a letter. Make sure to keep a copy as you will need it for Step 6. Some ADUP applications require a submittal fee while others do not require a fee. Contact the Planning Division for more information.



4. SECURE FINANCING FOR ADU

Construction costs will range from approximately \$250 to \$500 per square foot depending upon the materials and finishes you select. You will also need to pay several fees and charges, including permit fees to the Claremont Building and Engineering Divisions of about \$9,000 to \$15,000 and connection fees to utility companies. Financing options include home equity loans, cash-out refinancing, savings accounts or investments, construction loans, or a personal line of credit.



5. PREPARE PERMIT APPLICATIONS AND FULL CONSTRUCTION PLANS

Once you complete the ADUP process, generate a complete plan set of architectural, structural, MEP (Mechanical, Electrical, and Plumbing), and energy plans for building permit plan check submittal. Some properties in specific areas of Claremont with unique soil composition and geographic conditions may require additional documents and reports/plans.



6. SUBMIT APPLICATION AND PLANS FOR PLAN REVIEW

Submit three (3) sets of complete plans to the Building Division along with a Building and Engineering permit application, planning approval letter, and complete LID (Low Impact Development) worksheet. All three divisions will perform a plan check. Electronic submittal can be facilitated.



7. OBTAIN ENGINEERING AND BUILDING PERMITS

After plan check is complete the permits will be ready for issuance. Each ADU applicant must pull the Building and Engineering permit simultaneously. Once all fees are paid, permits can be issued to either the homeowner or licensed contractor.



8. CONSTRUCT ADU

Call for the required inspections throughout the process; both Engineering and Building will need to perform inspections. If you have any questions about required inspections, please reach out to the City for guidance.



10. MOVE IN



9. INSPECTIONS AND FINAL APPROVALS

A final inspection from all three Divisions - Planning, Engineering, and Building - will need to occur upon completion, with Building Division being the last to sign off for the new ADU. After Building Division approval you are done and the ADU is ready for occupancy.

