



## Accessory Dwelling Unit Application Checklist

**Please complete the three questions below:**

1. Is your ADU 800 square feet of living space or less?  Yes  No
2. Is your ADU 16 feet tall or less?<sup>1</sup>  Yes  No
3. Is your ADU located at least 4 feet from the side and rear property line?<sup>2</sup>  Yes  No

If you answered **“Yes”** to ALL three questions, please proceed to the [ePermit Center](#) and you can email a completed Building Permit Application to [EPC@folsom.ca.us](mailto:EPC@folsom.ca.us) to start the building review process. No further review by the Planning Division is required.

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If you answered **“No”** to any question above, your ADU will need to be reviewed by the Planning Division prior to submitting for a building permit. Please go to the Planning section of the [ePermit Center](#) submit a completed Design Review Application by email to [PlanningEPC@folsom.ca.us](mailto:PlanningEPC@folsom.ca.us).

If your ADU is larger than 800 square feet and/or taller than 16 feet, your ADU will need to satisfy the requirements of the City’s ADU Ordinance. These requirements may include:

- ✓ Design standards
- ✓ Height limits
- ✓ Lot coverage
- ✓ Privacy
- ✓ Building materials
- ✓ Scale and massing

If your ADU is taller than 16 feet, Director-level or Historic District Commission design review and approval will be required prior to submitting for a building permit.

**For more information**, visit: [www.folsom.ca.us/adu](http://www.folsom.ca.us/adu)

Questions: Contact the Planning Division at (916) 461-6202 or [PlanningCounter@folsom.ca.us](mailto:PlanningCounter@folsom.ca.us)

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<sup>1</sup> Building height is measured from the finished grade to the peak of the roof.

<sup>2</sup> Buildings located less than 5 feet from the property line may be subject to additional building code requirements.