



ADU WORKSHOP

Safe ADU Legalization Program
Accessory Dwelling Unit Incentive Program
Overview of ADU Corner

Building Safety and Housing Department

March 23, 2022

No-fee permit for ADUs

The federal government allocated American Rescue Plan Act (ARPA) funding for City of Milpitas communities and organizations adversely impacted by the COVID-19 pandemic.

The City Council then approved the use of ARPA funds to pay for all permit fees for ADUs under these two programs.

The programs are designed to encourage residents to obtain ADU permits to help ensure that new and existing but unpermitted ADUs are compliant with building codes and meet health and safety standards.



Launching
March 24, 2022!

**THINKING OF DOING AN ADU (ACCESSORY DWELLING UNIT)?
THE PERMIT IS FREE TO YOU!**

Yes, that's right! Thanks to the American Rescue Plan Act (ARPA) and the City Council's allocation to support ADU production, whether you are building a new ADU or legalizing an existing one, the Milpitas Building Safety and Housing Department will give you a **no-fee permit**.* If building a new ADU, visit <https://milpitas.info/ADUCorner> where you will find comprehensive and detailed yet easy to understand guidance and information. If you wish to legalize an existing ADU, get started by visiting <https://milpitas.info/SafeADU>.

Check out the [ADU Permit Fee Estimate Table](#) to see your estimated fee, which would be paid using ARPA funds. You can save an **average of \$5,000 in permit fees** depending on the size of the ADU and other factors.

ARPA funding has been allocated to provide payment of permit fees for newly constructed ADUs and legalization of unpermitted ADUs to encourage residents to improve the safety of accessory dwelling units and ensure code compliance while adding to the Milpitas housing stock.

Prior to the launch of these ADU programs, the Building Safety and Housing Department will conduct an ADU Workshop from 4 to 5 pm on March 23, 2022.

Please refer to the link and information below to join the workshop:
<https://milpitas.info/ADUWorkshop323>
Teleconference: 1 669-900-6833
Meeting ID: 812 5515 8294
Passcode: 883424

For information regarding the ADU Incentive Program for new ADUs, visit <https://milpitas.info/ADUIncentive> or call the Building Safety and Housing Department at (408) 586-3240.

For information on the Safe ADU Legalization Program, visit <https://milpitas.info/SafeADU>. For questions, e-mail SafeADU@ci.milpitas.ca.gov or call (408) 586-3220.

*MUSD school impact fees not included where applicable.





City of Milpitas Safe ADU Legalization Program ROADMAP TO A SAFE ADU

STEP ONE



Safe ADU Checklist

Fill out the checklist to find answers to most questions that will help you to assess if the program will work for you. Please note that prior to engaging with the City and committing to legalization of your unit, you should consult with qualified reliable sources in determining the costs of necessary improvements to legalize the unit.

STEP TWO



Consultation with the Program Coordinator.

To help assist the coordinator to give you the best possible answers to your questions, please have the checklist completed before contacting the coordinator. You will not be asked for name or address until you are ready to proceed with Step 3, scheduling the required initial courtesy inspection by the Building Safety department. If you agree to proceed to Step 3 and schedule an inspection, then the coordinator will request that you forward a copy of your checklist.

STEP THREE



Initial Courtesy Inspection (no fee)

This inspection will include examination of the conversion or addition, photographic documentation, and write-up of a detailed report that includes any discrepancies. This report will be made available to you.

STEP FOUR



Hire a Design Professional.

This person will prepare your construction plans for a building permit application. The plans should be prepared following instructions in Legalization of Unpermitted Converted Accessory Dwelling Units (ADU).

STEP FIVE



Obtain Permit, Start Work, Request Inspections.

Once you have received your permit, you can proceed with the work as given under the permit.



Safe ADU Legalization Program

www.ci.milpitas.ca.gov/SafeADU

- Safe ADU Legalization Checklist
- ADU Code Compliance Delay Request Form
- Legalization of Unpermitted ADU Guideline
 - Permitting procedures, submittal requirements, code requirements



Accessory Dwelling Unit (ADU) Incentive Program

www.ci.milpitas.ca.gov/ADU-Incentive-Program



ADU Corner Webpage

www.ci.milpitas.ca.gov/ADU

➤ ADU Monday Program

- Online appointment for consultation with staff to explore the idea of developing an ADU

➤ Symbium Build

- Find and sketch ADU designs that fit your property and your needs

➤ ADU Toolkit

- Created as a resource to help residents of Milpitas build a second unit



ADU Resources

www.calhfa.ca.gov/ADU

- California Housing Finance Agency (CalHFA)
- ADU Grant Program, up to \$40,000 per homeowner

Q & A

Contact Information

ADU Incentive Program for new ADUs

- Visit www.ci.milpitas.ca.gov/ADU-Incentive-Program
- Call the Building Safety and Housing Department at (408) 586-3240

Safe ADU Legalization Program

- Visit www.ci.milpitas.ca.gov/SafeADU
- Email SafeADU@ci.milpitas.ca.gov or call (408) 586-3220



City of Milpitas

Building Safety and Housing Department

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www.ci.milpitas.ca.gov



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