

809 Center Street, Room 101, Santa Cruz, CA 95060 | 831-420-5120 | permits@santacruzca.gov

The State of California Assembly Bill 2533 allows homeowners to bring unpermitted Accessory Dwelling Units (ADUs) or Junior ADUs (JADUs) into compliance. The focus is on **imminent health and safety issues** rather than full compliance with current building codes, provided the unit was constructed before **January 1, 2020**.

This checklist is designed to guide an applicant through the necessary submittal documents and plan requirements to ensure a complete application.



APPLICATION REQUIREMENTS

1. **Building Permit Application:** A completed City of Santa Cruz permit form.
2. **AB 2533 Substandard Housing Checklist:** A mandatory self-certification form. This **must be signed by a licensed contractor** of your choice who has inspected the unit for sanitation, heating, ventilation, and safety.
3. **Letter of Intent:** A written statement from the property owner expressing the intent to legalize the unit under AB 2533.

Note: You must include documentation (e.g., utility bills, photos) proving the unit was built/converted before Jan 1, 2020.

PLAN SET REQUIREMENTS:

The plans should be clear, legible, and provide sufficient detail to demonstrate the existing conditions and any proposed corrections.

Cover Sheet:

- Project address, Assessor's Parcel Number (APN) and owner information
- Scope of work referencing intent to legalize under AB 2533
- Summary of applicable codes in effect at the time of construction

Site Plan (to scale):

- Show property lines, dimensions, and total lot area
- Indicate the location and dimensions of all structures on the property; including the primary residence, the ADU/JADU, garages, sheds, etc.
- Clearly label the primary residence and the ADU/JADU
- Show dimensions of setbacks from the ADU/JADU to all property lines and the distance between the ADU/JADU and the primary residence (Santa Cruz Municipal Code 24.16.140).
- Indicate the location of all utility connections (water, sewer/septic, gas, electric).

Floor Plan (to scale):

- Provide a fully dimensioned floor plan of the ADU/JADU.
- Label the use of all rooms (living, kitchen, bedroom, bathroom).
- Show locations of all doors and windows, including sizes.
- Show locations of all plumbing fixtures (sinks, toilet, shower), kitchen appliances, and mechanical equipment (water heater, furnace).

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HEALTH, SAFETY AND CODE COMPLIANCE CHECKLIST

The plans must explicitly demonstrate compliance with the following health and safety standards, which are the primary focus of AB 2533 review. In addition, the unit will be inspected for these specific items.

- **Substandard Conditions Verification:** The plans and the completed checklist must affirm that none of the following substandard conditions exist, as defined in *California Health & Safety Code Section 17920.3*:
 - **Inadequate Sanitation:** Lack of hot and cold running water, a functional toilet, or a functional tub/shower.
 - **Structural Hazards:** No significant structural issues such as failing foundations, hazardous flooring, or defective support members are to be shown on plan.
 - **Faulty Wiring/Electrical:** No exposed, unapproved, or hazardous electrical wiring. All outlets and fixtures must be shown on the plan.
 - **Faulty Plumbing:** No leaking pipes or unapproved plumbing installations.
 - **Defective Mechanical Equipment:** The heating system must be functional and properly vented.
 - **Weather Protection:** The roof and walls must provide adequate weather protection with no significant leaks.
 - **Fire Hazard:** The unit must be free of fire hazards. If attached, show details of the required one-hour fire separation between the ADU/JADU and the primary residence.
 - **Inadequate Egress:** Every sleeping room must have a compliant emergency escape and rescue opening (e.g., a window of the proper size and height from the floor). Show this on the floor plan with dimensions.
 - **Smoke & Carbon Monoxide Alarms:** The floor plan must show the location of interconnected, hardwired SMOKE ALARM with battery backup. They are required in each sleeping room, in the hallway or area outside sleeping rooms, and on each level. The floor plan must show the location of carbon monoxide alarm outside of each sleeping area and on every level of the unit.

JADU- SPECIFIC REQUIREMENTS [Santa Cruz Municipal Code 24.16.170]

- If legalizing a JUNIOR ACCESSORY DWELLING UNIT (JADU), the plans must also demonstrate:
- **Maximum Size:** The unit does not exceed 500 square feet
- **Location:** The unit is contained entirely within the walls of the existing primary residence (which can include an attached garage)
- **Kitchenette:** A cooking facility with appliances, a counter, and storage cabinets is provided
- **Entrance:** A separate exterior entrance is provided
- **Bathroom:** The unit may share sanitation facilities with the primary residence, but if so, it must have an interior connecting door.