

The ADU Process

We are here to help you through your ADU building process. The Planning and Building Department is located at 1232 Washington Street. Bring your questions to the counter, call 707-942-2827 or email building@ci.calistoga.ca.us and visit our [website](#) to learn more.



1 Think About What You Want

Visit [Napa Sonoma ADU](#) to look at floorplans, hear from neighbors on what they built and look at photos for inspiration. You can also learn about city rules, use the [Address Look-Up Tool](#) to find out what you are eligible to build and estimate costs or rents using the [ADU Calculator](#).



2 Talk to a Professional

Get a free [ADU Feasibility Consult](#) or contact the Planning and Building Department to find out in advance about any special issues with your property.



3 Make a Sketch

Make a sketch of your property on an 8.5x11 piece of paper, including existing home, any other structures and proposed ADU. Use the exercises on [Napa Sonoma ADU](#) to complete.



5 Prepare Application Package

Call or email to schedule a pre-application review. Submit your [Building Permit Application](#) and any other requirements the City requests.

- [Permit Process Flowchart](#)
- [Permit Submittal Checklist](#)



4 Get a Planner's Advice

Now that you have a better idea of what you want to build, bring your sketch in. A planner will advise you on how city rules might apply to your proposed ADU and what to consider.

- [Summary of Regulations](#)
- [FAQ](#)
- Contact Public Works at 707-942-2828 to find out if additional water or sewer will be required



7 Submit Application and Pay

Fees are 2-3% of the project valuation. Pay phone or at counter by cash, check or credit card. Your application then goes to all departments and the County of Napa as needed for comment. Reviews are complete within 20 business days.



8 Get Permit Issued

You'll get sent a plan check letter if changes are needed. Resubmittals will be reviewed within 10 business days. Once your application is approved and fees are paid, you can collect your building permit.



9 Construct ADU

Check-in regularly with your builders or design/build team and make decisions about materials as needed. Timelines for construction vary, but 12-18 months is fairly common.

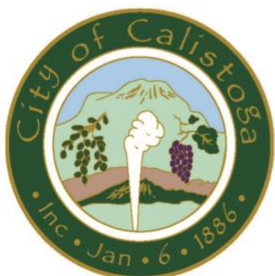


MOVE-IN!

Your ADU's address will be finalized by the Planning Department.

10 Schedule and Pass Inspection

Your builder will schedule a final inspection on [Portal](#) or call 707-942-2827. Once your ADU has passed, your ADU is ready for move-in!





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

The Difference Between ADUs and JADUs

Junior ADUs (JADUs) are located within the existing footprint of a home, including an attached garage, and are no more than 500 square feet, while ADUs can be attached, detached and up to 1200 square feet. Both need to have their own entryways, bathrooms, and kitchen areas – JADUs can have efficiency kitchens though – and both can be rented for 30 days or more if a business license is obtained by the property owners. For JADUs, the owner must live on the property, in either the main home or JADU.

Legalize Your Existing ADU

If you constructed an ADU without getting a building permit, you may want to consider legalizing it. Doing so can reduce liability and risks to occupants, increase property value and provide peace of mind. Call 707-942-2827 to learn more. There is no fine or penalty for legalizing an existing ADU and no enforcement will result from contacting us.

Utilities and Special Circumstances

In addition to applying for a building permit, you may need to meet requirements with other agencies or departments, depending on your property and its location.

- **Water and Sewer Utilities:** New or separate utility connections may be required for ADUs only. Call [Public Works](#) at 707-942-2828 for more information.
- **Septic Systems:** Some sites may require septic system improvements or additions. Contact the Napa County Environmental Health Division at 707-253-4417 to learn more.
- **Fire Safety:** Fire sprinklers are not required for an ADU if not required for the primary residence, however installation is strongly encouraged. If your ADU is in the [High Severity Zone](#), the Wildlife Urban Interface (WUI) standards may apply.
- **School Fees:** Required for ADUs that are more than 500 square feet. Contact [Calistoga Joint Unified School District](#) at 707-942-4703 to learn more.
- **Soils Report:** Only required if ADU is on hillside or has known fills, slides, or soil creeps.

