



1. Make a Sketch

On a 8.5 X 11 sheet, show your property boundaries, easements and location and size of:

- Existing house
- All structures (detached garage, gazebo, etc.)
- Location of proposed ADU

For more information regarding setbacks and ADU standards see the ADU INFO Sheet.



2. Connect with a City Planner

Email your sketch to:

planningdivision@cityofgilroy.org

A planner will follow up to advise you on how the zoning ordinance applies to your proposed ADU.



3. Hire Qualified Professionals

We strongly advise that you hire a designer, licensed architect, or engineer to design the ADU and a licensed contractor to build it. Whoever draws the ADU plans should read and use the Accessory Dwelling Unit Completeness Checklist.



5. Submit ADU Package for Review

All ADU submittal packages shall be submitted electronically by email: PlanSubmittal@cityofgilroy.org

For Building Permit Application, handouts, and other forms visit: <http://cityofgilroy.org/209/Building-Safety-Division>.



4. Prepare Submittal Package

- Submittal package must include:
- Plans per the ADU Completeness Checklist
 - Address Request Form
 - Building Permit Application
 - Deed Restriction



6. Submit Package Review and Payment

Below are your options for payment:

- A City staff member will call you at your request to take a credit card payment over the phone.
- Visit or mail your payment with Check with invoice to: Finance Department, City of Gilroy, 7351 Rosanna St, Gilroy, CA 95020
- Drop off your payment to our City Dropbox located at the above address parking entrance.



7. Permit Issued

After receipt of payment, and a successful plan review we will email you an electronic "Permit Card" that will need to be signed and printed.



8. Construct the ADU

The ADU builder should read the ADU Plan Review Checklist for tips on how to avoid costly, common construction mistakes.



9. Schedule and Pass Inspection

To schedule an inspection please email inspect@cityofgilroy.org and provide:

- Contact Name & Phone Number
- Permit Number
- Project Address
- Inspection/s Item No.
- Requested Date
- Appointment time frame (AM or PM)



Done!

Congratulations!
Your ADU is ready for occupancy after you've passed final inspection.