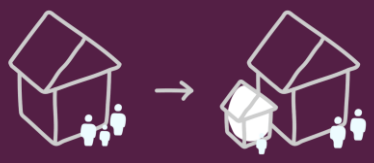

City of Lodi:
A Homeowner's How-to Guide to Accessory Dwelling Units

ADU

CITY OF Lodi CALIFORNIA

City of Lodi
221 W Pine Street
Lodi, CA 95240
(209) 333-6700
https://www.lodi.gov/

Last Updated July 2024

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SECTION 1. INTRODUCTION

Recent changes to State Law have made it easier to construct Accessory Dwelling Units ("ADUs") throughout the state. In response to these changes, the City of Lodi updated its **ADU Ordinance** in 2023, establishing standards for ADUs specific to the city. To further streamline the production of ADUs, the City has established the **City of Lodi Pre-Approved ADU Program**, offering pre-reviewed ADU plan sets to help reduce the cost and timeframe for the ADU design and permitting process. The City has created this **Accessory Dwelling Unit How-to Guide** ("Guide") to further assist property owners in the city through the process to build an ADU.

HOW TO USE THIS GUIDE

This Guide was created as a resource for property owners to utilize, offering information and guidance on ADU basics, regulations, design, and permitting. This Guide includes five sections:

Section 1 – Introduction (current section) provides an overview of the guide.

Section 2 – ADU Basics provides the definition and overview of the types of ADUs.

Section 3 – How to Build an ADU in the City of Lodi provides the step-by-step process for property owners to design, submit, and build an ADU in compliance with the City's regulations and procedures.

Section 4 – Pre-approved ADU Program gives an overview of the City of Lodi program.

Section 5 – Resources, Contacts, and Further Reading provides answers to frequently asked questions and links to more information related to ADUs.

SECTION 2.
ADU BASICS

WHAT IS AN ADU?

At the most basic level, an ADU is defined as a secondary housing unit on a lot that contains an existing or proposed single family residence or multi-family residential development (e.g., duplex, triplex, or apartment building) and provides complete independent living facilities including kitchen and bathroom facilities for at least one person. ADUs are also known as second units, guest cottages, in-law suites, and casitas, among other terms and can be in the following forms:

ADU TYPES

ATTACHED ADU
shares at least one wall with the primary home

DETACHED ADU
free-standing structure separated from the primary home

ADU CONVERSION
conversion of existing, internal space into an ADU such as an attached or detached garage, accessory structure, or attic space

JUNIOR ADU
contained entirely within the primary home and up to 500 square feet in size

SECTION 3.
HOW TO BUILD AN ADU IN THE CITY OF LODI

If your property has an existing or proposed single-family home or multi-family development (e.g., duplex, triplex, apartment building), then you may be eligible to build an ADU on your property. The following is a general overview of the steps you can expect to take as you develop your ADU; details are provided on the following pages.

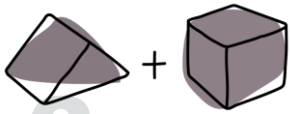
ADU PROCESS OVERVIEW

Step 1. Determine if Your Property is Eligible for an ADU

The first step is to determine if your property is eligible for an ADU. ADUs are allowed on parcels in the city that are zoned residential or are within a zone district that allow residential uses and contain an existing or proposed single-family home or multi-family development.

Step 2. Review Minimum ADU Requirements

Your property must meet the minimum ADU requirements according to the City's ADU Ordinance to be approved for construction. Before designing and applying for your ADU, review the minimum ADU requirements on Page 6 to see the size, height, location, and shape that your ADU can be.



Step 3. Design Your ADU

There are 4 typical ways to design your ADU: 1) hire an experienced designer, architect, or engineer to design your ADU, 2) purchase a modular or prefabricated ADU, 3) hire a design/build firm, or 4) participate in the voluntary and optional City of Lodi Pre-Reviewed ADU Program which offers free pre-approved building plans for detached ADUs (See Page 11)

Step 4. Prepare and Submit Your ADU Building Permit Application

Application Requirements are outlined on Pages 7-8 of this Guide. Once you submit a complete and accurate application package and pay the fees, your application will be reviewed for completeness, accepted, routed, and reviewed by the City of Lodi. Building permits will be issued upon approval and then inspections can be scheduled post-construction.

Step-by-Step Details Here!

STEP 1. DETERMINE IF YOUR PROPERTY IS ELIGIBLE FOR AN ADU

ADUs are allowed on parcels in the city that are zoned residential or are within a zone district that allow residential uses *and* contain an existing or proposed single-family home or multi-family development. Refer to Lodi's GIS Property Viewer Map to locate your property and determine your zone district.

NEED HELP FINDING YOUR ZONING?

Lodi's GIS Property Viewer Map can quickly provide information on a property by clicking "I want to" and then "Find Address." Enter an address into the search field, click "search" and once the property information appears, select the "Layers" tab, then choose "Planning" from the drop-down menu for "All Available Layers."

For assistance and official determination of whether your property is eligible, contact the City of Lodi Planning Division at (209) 333-6711.

Identify Any Site Constraints

Before proceeding any further, locate and confirm information about your property to refine your ADU concept. Refer to the City of Lodi Site Plan Sample to plot your property as it exists today and to identify the size and location of your ADU.

- ☐ **Determine the size and dimensions of your property:**
  Using Lodi's GIS Property Viewer Map, click "I want to" then "Find Address." Enter your address into the search field and click "search." The property information will appear, showing your property's Assessor's Parcel Number (APN), address, lot size, and acres. You will also have an option to view the Assessor Map Page for your property. Locate your property on the Assessor Map Page and make note of the dimensions (e.g., 150 feet by 25 feet).
- ☐ **Identify any easements or special requirements:**
  Review a recent Title Report to identify any easements or special requirements for your property. For example, your property might have utility easement or grant access to an adjoining property through an access easement. In general, easements limit the buildable area on your property.
- ☐ **Consider other property constraints:**
  Is your property in a FEMA Flood Zone? Enter your address in the FEMA Flood Map Service Center to see if your property is within a flood area. Does your property have expansive soils? Search your address and define "area of interest" around your property using the USDA Natural Resources Conservation Web Soil Survey to see the soil types on your property. Depending on the results, you may be subject to additional requirements.

Be sure to discuss your property and project with City staff to identify any other constraints and avoid any surprises that may impact your ADU concept.

STEP 2. REVIEW MINIMUM ADU REQUIREMENTS

If your property is eligible for an ADU, the next step is to determine the type, number, size, height, and distance from property lines based on the City of Lodi's minimum ADU requirements. These minimum requirements are contained in the Lodi Municipal Code Section 17.36.130 – Accessory dwelling units.

The Checklist on the next page is not intended to substitute the ADU Ordinance. Please refer to the ADU Ordinance for more information or contact the City of Lodi Planning Division at (209) 333-6711 for assistance.

STEP 3. DESIGN YOUR ADU

There are at least four ways to design your ADU. Be sure to continue to refer to the Lodi Municipal Code and consult with City Staff to ensure compliance throughout the design process. Contact the City of Lodi Planning Division at (209) 333-6711 for further assistance.

Design Option	Description
Participate in the City of Lodi Pre-Approved ADU Program	Select from a set of plans for a **detached** ADU that have been pre-reviewed and approved by the City. Save on design costs. Learn more about the City's Pre-Reviewed ADU Program on Page 11.
Modular or Prefabricated Home Company	Work with a modular or prefabricated home company. Some companies may handle the entire planning and design process through construction.
Hire a Designer, Architect, or Engineer	Hire an experienced designer, architect, or engineer to design your ADU and then a builder/contractor to ultimately construct the unit.
Hire a Design/Build Firm	Hire a design/build firm to handle the entire project, from design to construction.

Minimum Requirements for Development Standards by ADU Type

Refer to Section 17.36.130 – Accessory dwelling units for all standards and requirements

Standards	Detached ADU		Attached ADU	
	New Construction	Converted Structure	New Construction	Converted Space
Number (Max.)	**Single-family lots:** 1 detached ADU **Multi-family lots:** 2 detached ADUs		**Single-family lots:** 1 attached ADU and 1 JADU **Multi-family lots:** at least 1 attached ADU, not to exceed 25% of the number of units within the existing multi-family dwelling	
Size (Max.)	850 sq. ft. for a 1-bedroom unit or 1,000 sq. ft. for unit with more than 1-bedroom	Same size of the structure being converted but may be increased up to an additional 150 sq. ft. to accommodate entering and exiting	500 sq. ft. for JADUs --- All other units: 50% of the existing primary dwelling, or 850 sq. ft. for a 1-bedroom unit or 1,000 sq. ft. for unit with more than 1-bedroom, whichever is greater	500 sq. ft. for JADUs --- All other units: 50% of the existing primary dwelling, or 850 sq. ft. for a 1-bedroom unit or 1,000 sq. ft. for unit with more than 1-bedroom, whichever is greater --- May be increased up to an additional 150 sq. ft. to accommodate entering and exiting
Setbacks (Min.)	**Front Yard:** Same as primary dwelling **Side Yard:** 4 ft. min. **Rear Yard:** 4 ft. min.	No setback required if the unit is constructed in the same location and to the same dimensions as the existing detached structure --- Any expansion of the existing detached structure shall maintain the same setback as the existing structure or setbacks of 4 ft. from the side and rear yards	**Front Yard:** Same as primary dwelling **Side Yard:** 4 ft. min. **Rear Yard:** 4 ft. min.	No setback required if the unit is constructed in the same location and to the same dimensions as the existing attached structure or living area --- Any expansion of the existing footprint of the attached structure or living area shall maintain the same setback as the existing structure/living area or setbacks of 4 ft. from the side and rear yards
Height (Max.)	16 ft. / 18 ft. / 20 ft. – see ADU ordinance for criteria	16 ft. / 18 ft. / 20 ft. – see ADU ordinance for criteria	25 ft. max.	25 ft. max.
Parking (Max.)	1 space per unit – see ADU ordinance for exceptions	1 space per unit – see ADU ordinance for exceptions	1 space per unit – see ADU ordinance for exceptions	1 space per unit – see ADU ordinance for exceptions

STEP 4. PREPARE AND SUBMIT YOUR ADU PERMIT APPLICATION

The last step is to prepare and submit your ADU building permit application. Application requirements are outlined on Pages 7-8 of this Guide. Once you submit a complete and accurate application package and pay the fees, your application will be reviewed for completeness, accepted, routed, and reviewed by the City of Lodi. Building permits will be issued upon approval and then inspections can be scheduled.

Permitting Process

All ADUs require a building permit and are subject to all the standard application and processing fees and procedures that generally apply to building permits. Depending on your situation, additional permits, studies, and reports may be required, e.g., demolition, fire sprinklers, solar panels, soils investigation, etc.

- Submit plans and pay all applicable fees (See Submittal Requirements on Pages 7-8). The City will review the submittal for completeness and once deemed complete, the application will be officially "accepted" for processing.
- Project will be routed to Public Works, Electric Utility Department, and Planning Division for compliance with the building, fire, and municipal code including the ADU Ordinance. Plan revisions may be necessary until deemed compliant.

  PLAN REVIEW TIMELINES

  Allow a minimum of 10 business days for the first plan review and five business days for all other subsequent reviews. The plan review time may be extended depending on the complexity and size of the structure.

- Once deemed compliant, the plans will be approved and returned to you with a stamp of approval from the building division and you may proceed with construction.

In general, if there is an existing single-family home or multi-family development on the property, complete applications will be acted on within 60 days or deemed approved. Exceptions to this timeline are described in the Lodi Municipal Code Section 17.36.130.

Submittal Requirements

Prepare and submit all items indicated and described in the Submittal Checklist on the next page.

Submittal Checklist

Note: Submittal items denoted with a "1" indicate items provided at no-cost with the Pre-Approved ADU Program.

- ☐ Completed Construction Permit Application Form.
- ☐ If applicable, completed Owner-Builder Supplemental Form.
- ☐ For New Residential Buildings, three (3) complete sets of plans must be submitted (at least two must be signed by designer and/or "wet-signed" and stamped by a State of California licensed architect or engineer) consisting of the following:
    - Cover Sheet [1]
    - Plot Plan
    - Architectural Plans, which include:
        - Floor Plans [1]
        - Framing Details [1]
        - Exterior Elevations [1]
    - Structural Plans, which include:
        - Foundation Plan [1]
        - Shear wall schedule and detail [1]
        - Cross sections [1]
        - Floor/Roof Framing Plans [1]
    - Pre-fabricated trusses [1] (Only two sets are required)
    - Mechanical, Electrical, and Plumbing Plans [1]
    - Energy Requirements/Compliance Forms [1] (Only two sets are required)
- ☐ For Garage Conversions to Habitable Space, two (2) complete sets of construction drawings drawn to scale and wet signed by a designer consisting of the following:
    - Site Plan
    - Floor Plan including plumbing and electrical details
    - Framing layout and cross section
    - Foundation details
    - Energy calculations
- ☐ Payment of fees.

Building Fees

Refer to the City of Lodi Building Permit Fee Table for how to estimate fees. If your ADU requires fire sprinklers, solar, or demolition, then additional requirements and fees may be applicable. Contact the Building Division at (209) 333-6714 for assistance and official determination.

Impact Fees

Impact fees are typically required for new developments to provide new or expanded public services to the development. Depending on the size of the ADU proposed, impact fees may be waived. Impact fees are due prior to issuance of building permits.

Size of ADU	Impact Fee Requirement
ADU less than 750 square feet	No City impact fees
ADU more than 750 square feet	City impact fees are required and are to be charged proportionately in relation to the square footage of the primary dwelling

Connection Fees or Capacity Charges

Depending on the type of ADU proposed, new or separate utility connections may be required including water, sewer, gas, and electricity, which can add connection fees or capacity charges.

ADU Type	Connection & Fees Required
ADU constructed at the same time as a primary dwelling	A separate utility connection between the ADU and the utility, and payment of the connection fee and capacity charge for a new dwelling is required
ADU or JADU on a lot with a proposed or existing single-family dwelling, where the ADU or JADU is contained within the space of the single-family dwelling	No separate utility connection or payment of a connection fee or capacity charge is required
All other ADU types	A new, separate utility connection between the ADU and the utility, and payment of the connection fee and capacity charge at a “reasonable cost” is required

Miscellaneous Reports, Documents, and Fees

Other miscellaneous reports and documents may be required, based on the ADU concept and site characteristics.

Miscellaneous Reports	Requirements and Fees
Roof Framing Plan/Truss Calculations	If truss-roof-layout, obtain the services of a Truss Manufacturer for truss layout plan (search for "roof truss manufacturers" online or use the Structural Building Components Association member directory). If engineered trusses are used, provide Truss Calculations.
Foundation and Soils Investigation	A foundation and soils investigation may be required per CBC Chapter 18. If required, additional fees apply.
Energy Calculations and Forms (Title 24)	State law requires every new residential construction, alteration, and addition to meet the latest California Title 24 Building Energy Efficiency Standards. To demonstrate compliance, a Building Permit Application for an ADU is required to include a California Code of Regulations (CCR) Energy Analysis or Energy Compliance Report or "CF1R" that shows how your ADU will comply with Title 24. This requires you to hire a certified third-party consultant to complete the calculations and produce a report. The consultant will need the ADU plan set to be able to complete their work and fees will vary based on the hired consultant.
Fire Sprinkler System	Fire Sprinklers are required to be installed in an ADU if they are installed in the primary dwelling. If Fire Sprinklers are required, then plans are required to be submitted prior to issuance of a building permit. Additional permitting fees required.
Photovoltaic Permits	Solar panels may be required for newly-built ADUs in compliance with the latest California Title 24 Building Energy Efficiency Standards. Refer to the Building Department Checklist for Residential Photovoltaic Systems for City requirements. Additional permitting fees required.
Demolition Permit	If demolition of an existing structure is required in order to build your ADU, then a Demolition Permit Application and documentation are required to be submitted. See Demolition Permit Process for more information. Additional permitting fees required.

SECTION 4.

PRE-REVIEWED ADU PROGRAM

The City of Lodi Pre-Reviewed ADU Program ("Program") is an optional and voluntary program that provides plan sets for new construction detached ADUs that have been pre-reviewed by the City of Lodi. The plan sets are provided at no cost to the participant, helping reduce design costs and the overall time it takes to receive building permit approval. Read on to learn more about the Program.

BENEFITS OF PARTICIPATING IN THE PROGRAM

- **Save on design costs** - save costs on architectural/ design services, structural engineering services, plan check fees.
- **Enjoy a streamlined permitting process** - plans are already reviewed.
- **Don't sweat the details** - plans already meet the zoning and building code requirements.

HOW IT WORKS

1. Choose Your ADU Layout & Style

The Program offers free plan sets for new construction detached ADUs that have been pre-reviewed by the City of Lodi. The plans are offered in 4 sizes and 3 designs (see pages 12-19).

To make sure that the ADU size would work on your property, refer to the Site Plan Sample to plot your property and measure out the minimum requirements for setbacks. Don't forget to account for any site constraints (Page 4). Contact the City of Lodi Planning Division at (209) 333-6711 for further assistance.

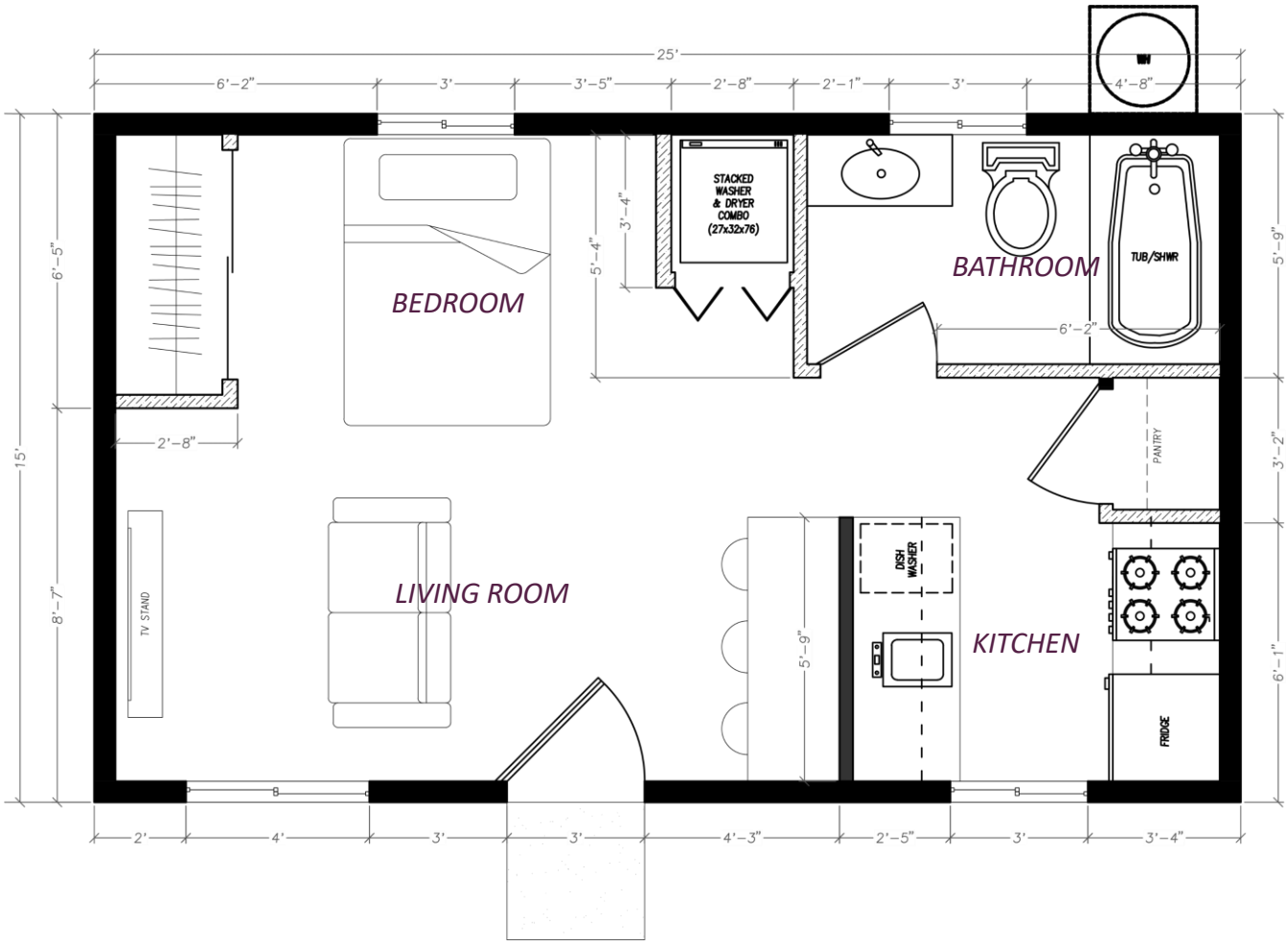
2. Prepare Your Building Permit Application Package

Refer to the Application Process, Submittal Requirements, and Fees and Additional Requirements outlined on Pages 5-10. Program components and the responsibility of the property owner/applicant are summarized below. Contact the Building Division at (209) 333-6714 for assistance with submittal requirements.

Required Plans/Reports Provided in Program	Responsibility of Property Owner/Applicant
• Cover Sheets • Floor Plan • Cross Sections • Elevations • Architectural Details • Foundation Plan • Roof Framing Plan • Structural Details • Electrical Plan • CALGREEN Forms (Blank)	□ Building Permit Application □ Plot Plan □ Truss Calculations □ Title 24/Energy Analysis □ HVAC/Mechanical Plan □ Application and Permit Fees □ Impact Fees (if required) □ Other miscellaneous reports, documents, fees as required (e.g. demolition permits)

FLOOR PLANS

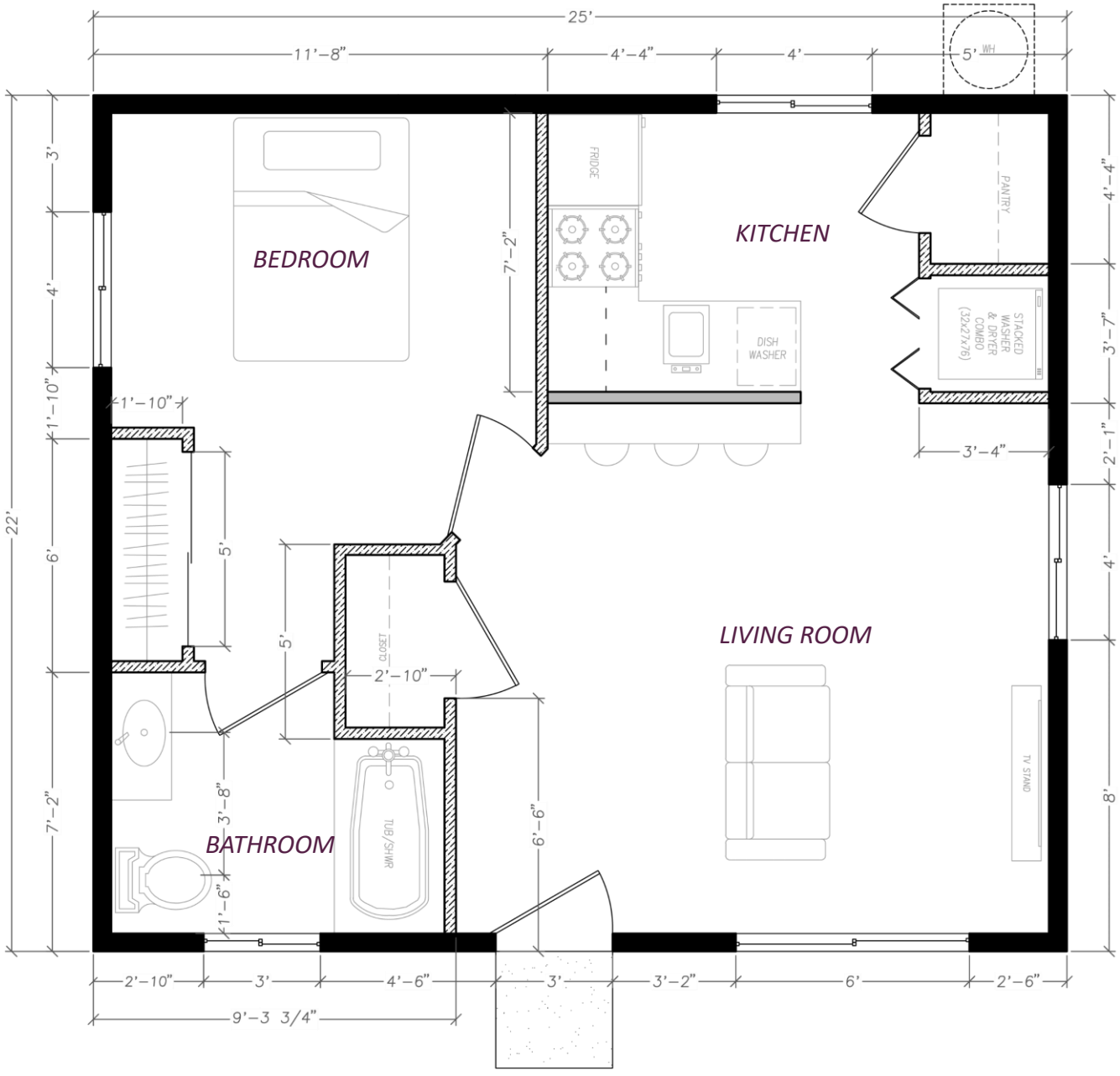
OPTION 1: 375 SQUARE FOOT FLOOR PLAN – STUDIO / 1 BATHROOM



DETAILS

- One bathroom
- Kitchen with pantry closet
- Washer and dryer closet (stacked)
- Dining Bar
- Living Room
- Bathroom with shower/tub combination

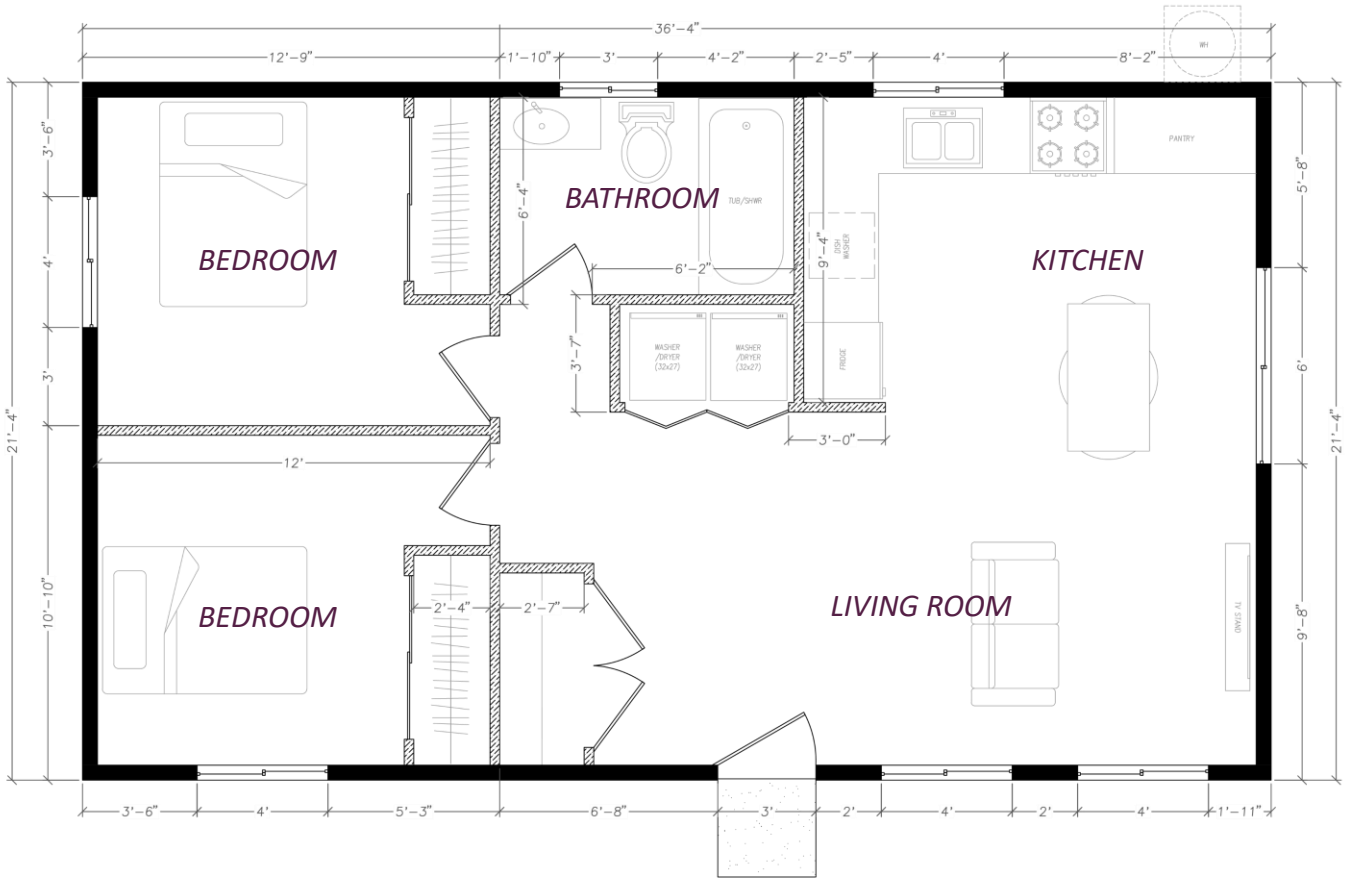
OPTION 2: 550 SQUARE FOOT FLOOR PLAN – 1 BEDROOM / 1 BATHROOM



DETAILS

- One bedroom
- One bathroom
- Kitchen with pantry closet
- Washer and dryer closet (stacked)
- Dining Bar
- Living Room
- Bathroom with shower/tub combination

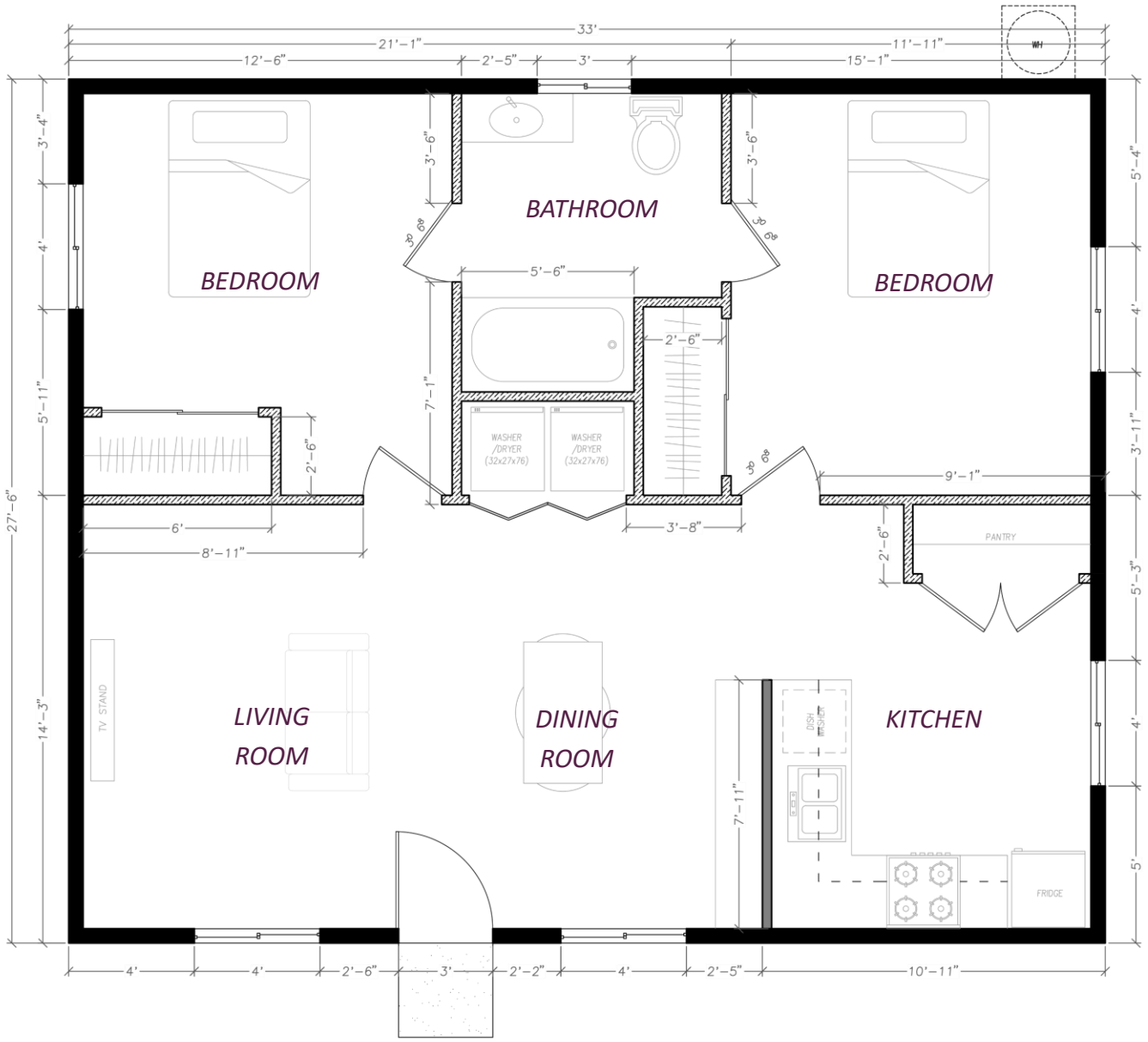
OPTION 3: 775 SQUARE FOOT FLOOR PLAN – 2 BEDROOMS / 1 BATHROOM



DETAILS

- Two bedrooms
- One bathroom
- Kitchen with pantry closet
- Washer and dryer closet (side-by-side)
- Dining Room
- Living Room
- Bathroom with shower/tub combination

OPTION 4: 910 SQUARE FOOT FLOOR PLAN – 2 BEDROOMS / 1 BATHROOM



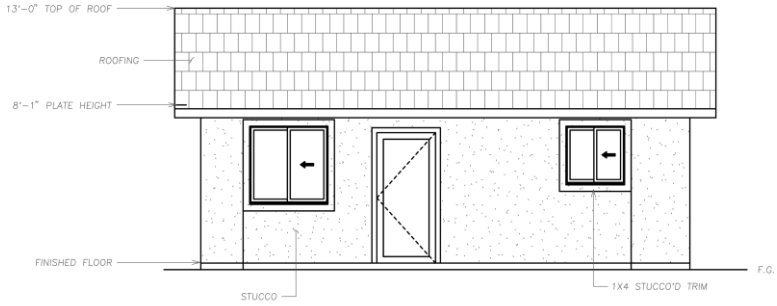
DETAILS

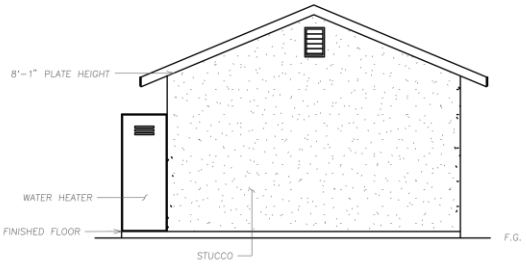
- Two bedrooms
- One bathroom
- Kitchen with pantry closet
- Washer and dryer closet (side-by-side)
- Dining Room
- Living Room
- Bathroom with shower/tub combination

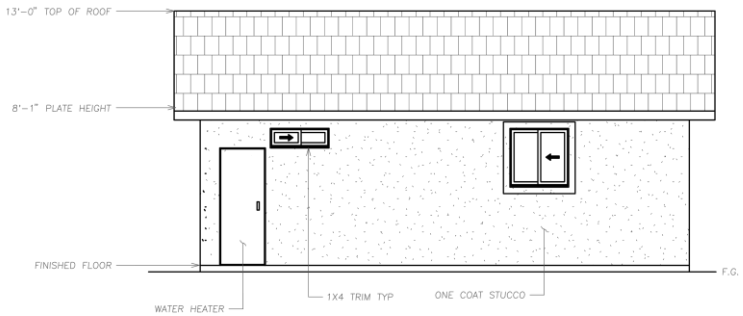
ELEVATIONS

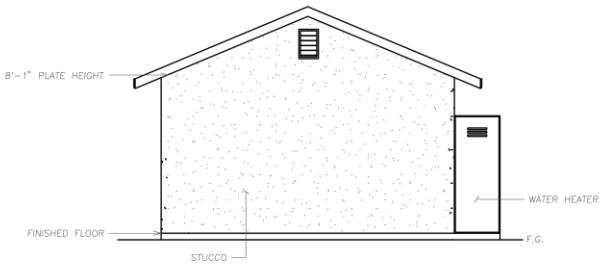
OPTION 1: SPANISH/MEDITERRANEAN

375 Square Foot Elevation:

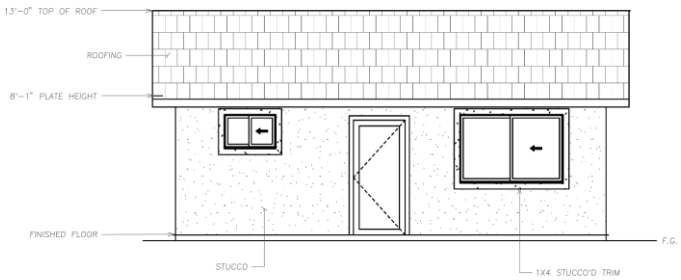


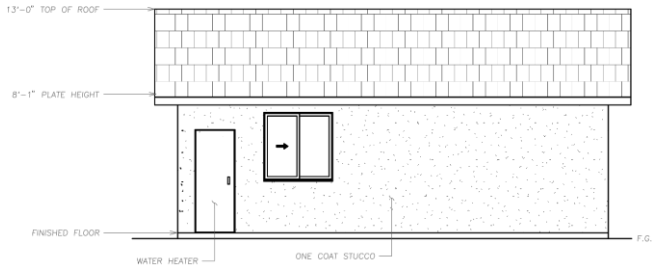




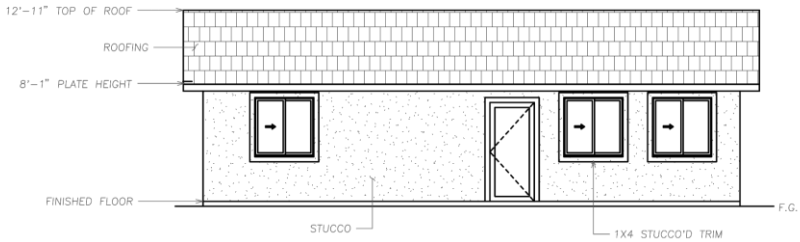


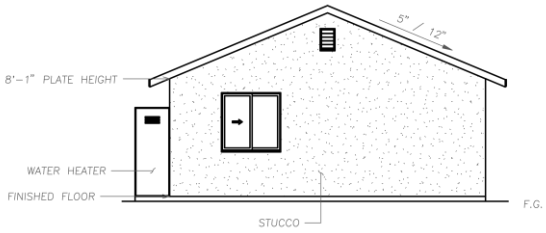
550 Square Foot Elevation:

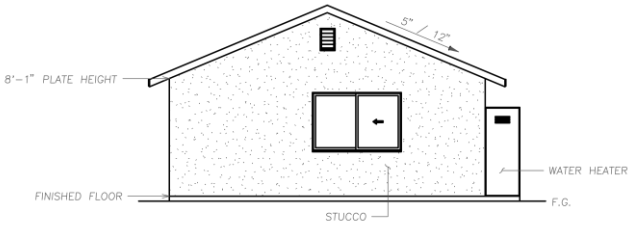




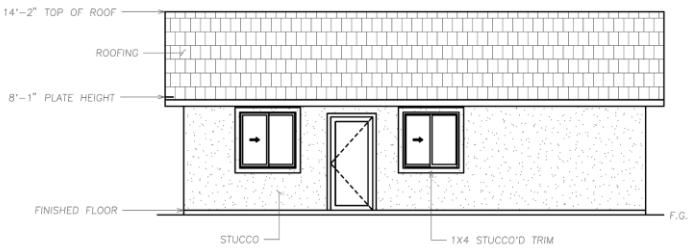
775 Square Foot Elevation:

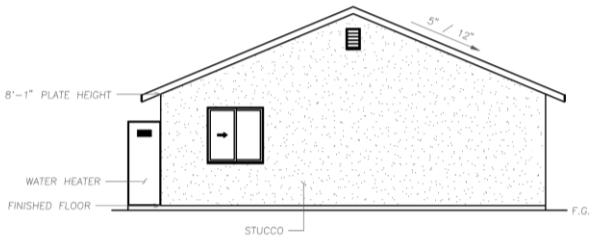


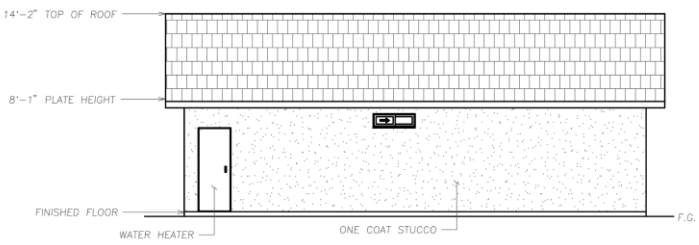




910 Square Foot Elevation:

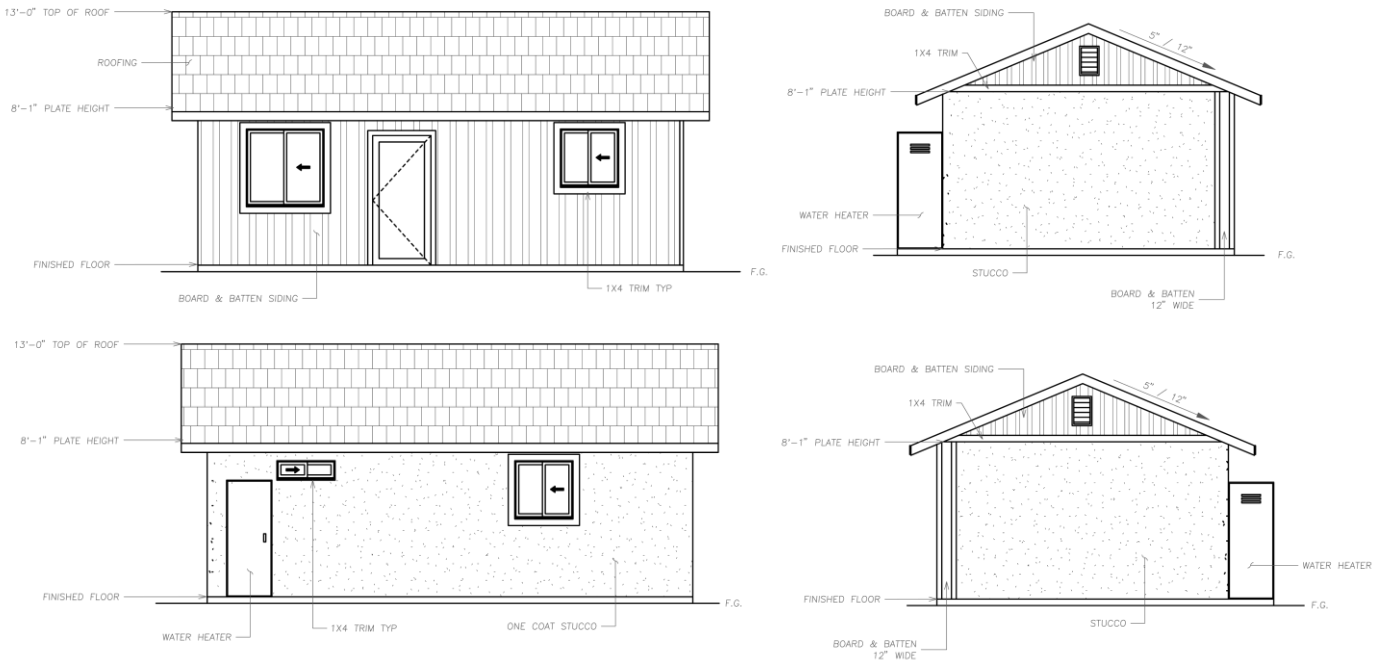




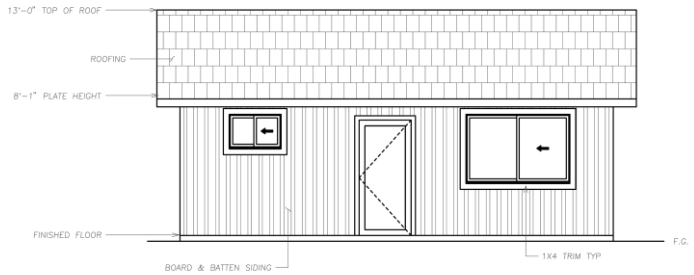


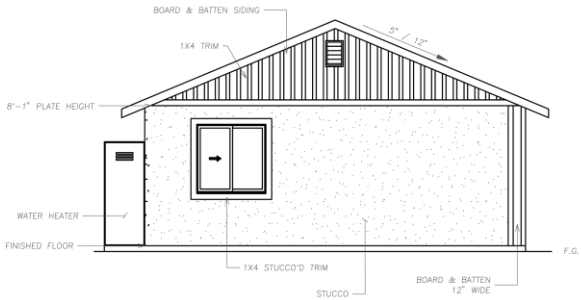
OPTION 2: CRAFTSMAN / BUNGALOW

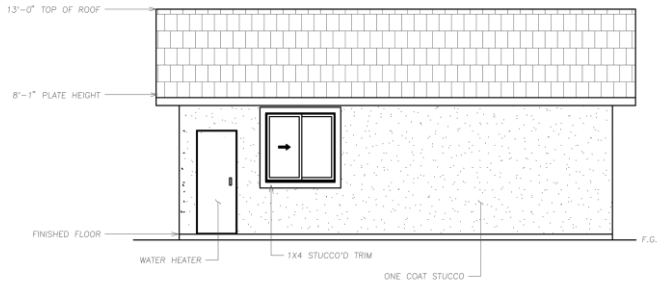
375 Square Foot Elevation:

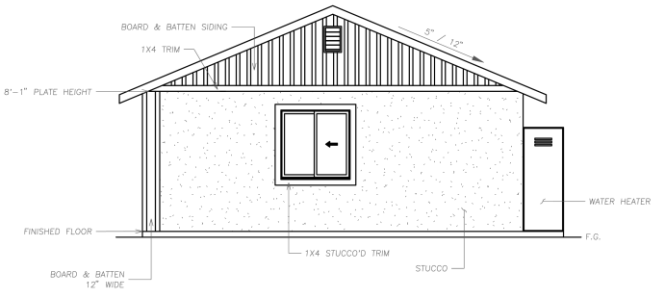


550 Square Foot Elevation:









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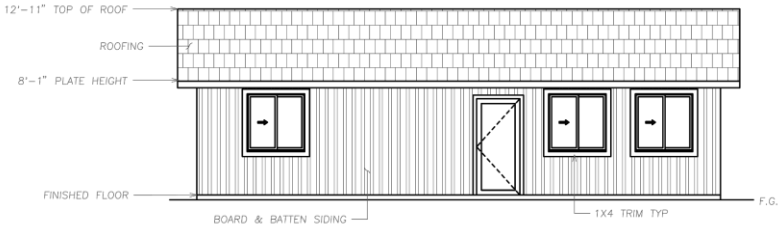

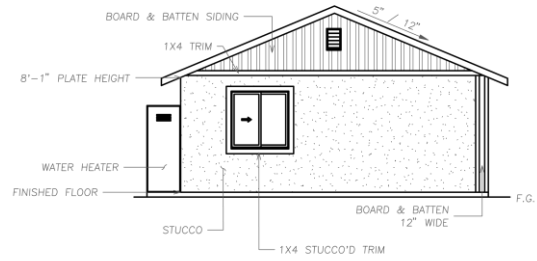

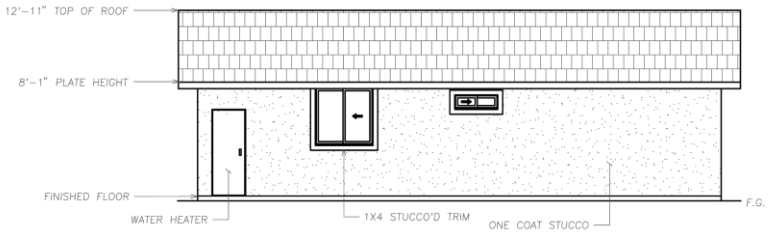

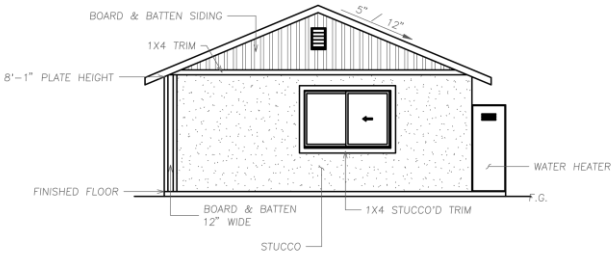

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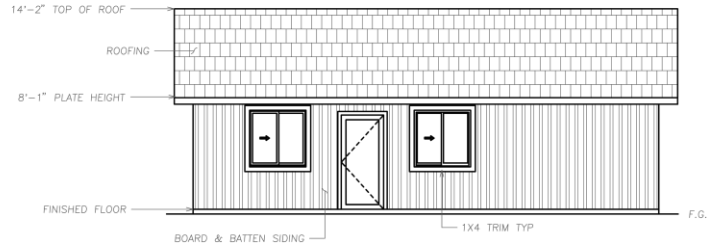
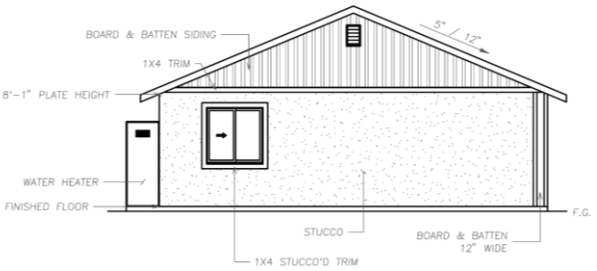
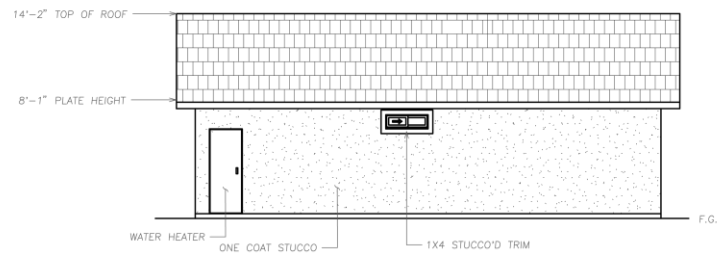
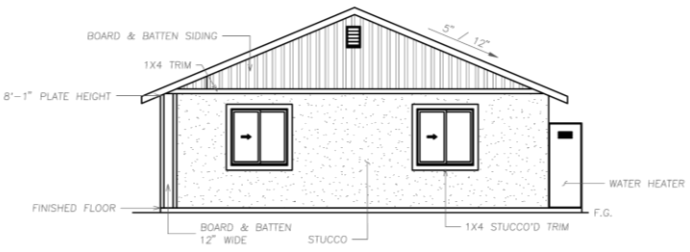


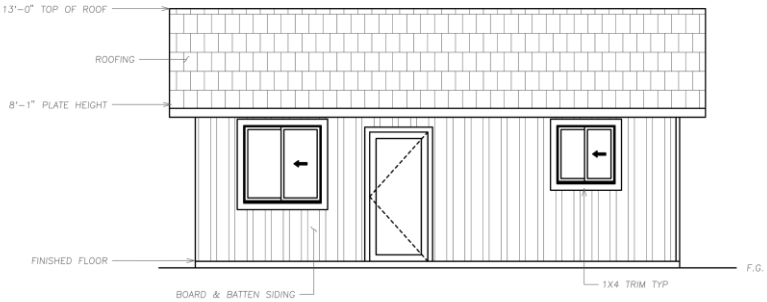


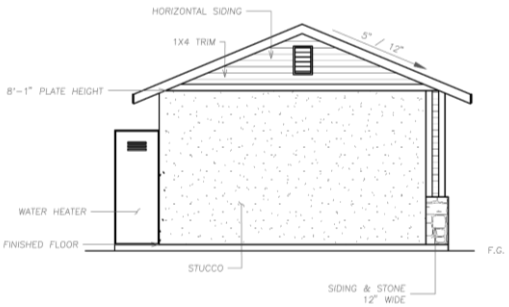


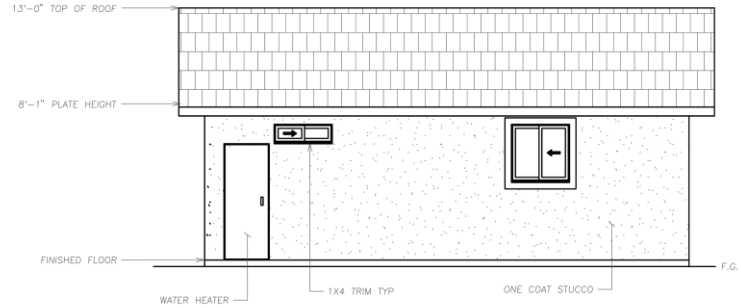


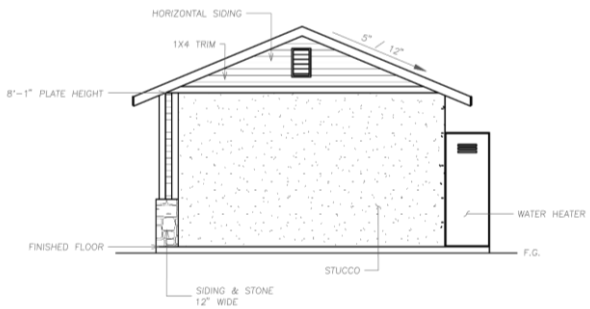
OPTION 3: MODERN FARMHOUSE

375 Square Foot Elevation:

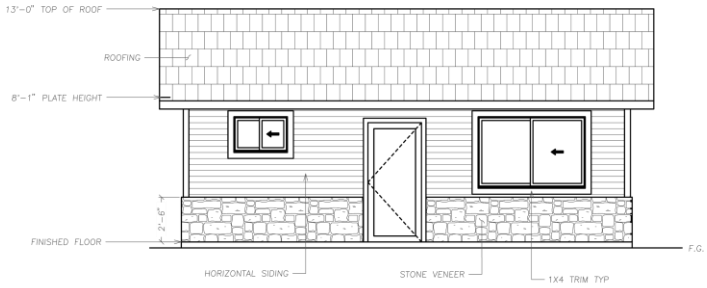


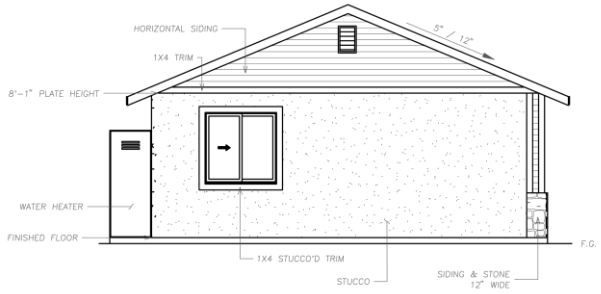


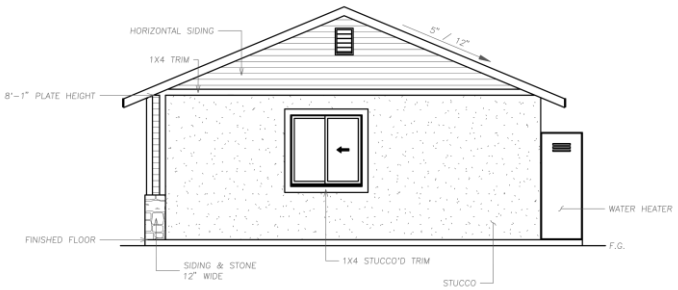




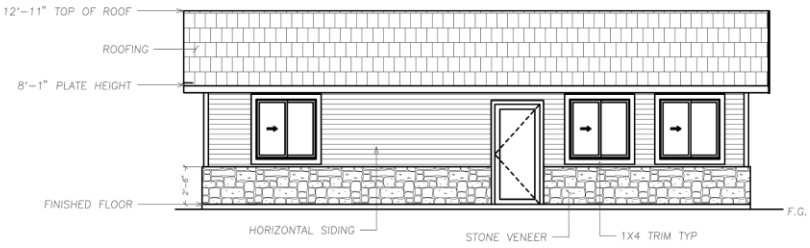
550 Square Foot Elevation:

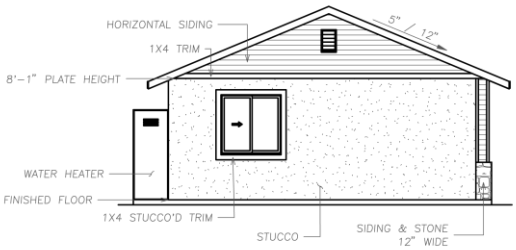


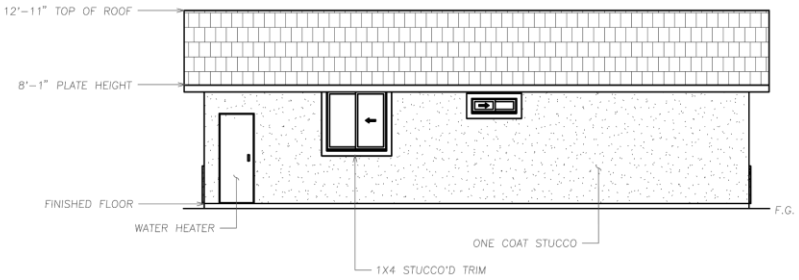


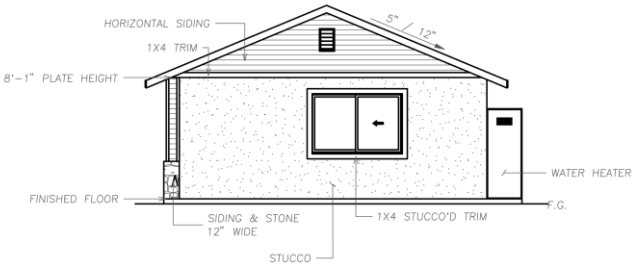


775 Square Foot Elevation:

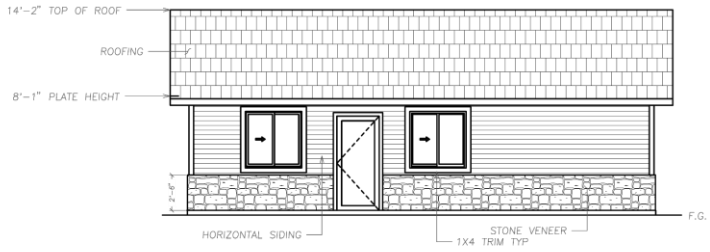


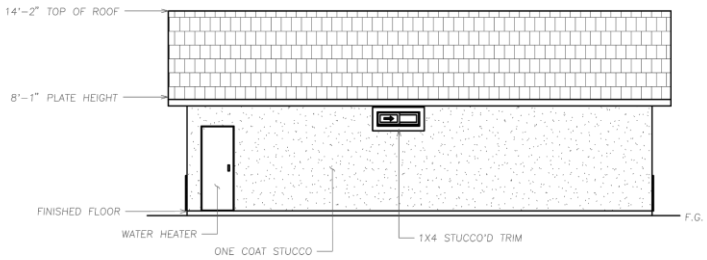






910 Square Foot Elevation:





SECTION 5.
RESOURCES, CONTACTS AND FURTHER READING

FREQUENTLY ASKED QUESTIONS

Where are ADUs allowed? Page 6

What types of ADUs are allowed? Page 8

How many ADUs can I build on my property? Page 8

What are the site requirements for my property? Page 8-9

What are the size limitations for ADUs? Page 8

Resources, Contacts, and Further Reading

Resources

Lodi Municipal Code - https://library.municode.com/ca/lodi/codes/code_of_ordinances?nodeId=LODI_CALIFORNIAMUCO

California Residential Code - https://www.dgs.ca.gov/BSC/Codes

CalGreen Code - https://www.dgs.ca.gov/BSC/CALGreen

City of Lodi Planning Division Webpage - https://www.lodi.gov/187/Planning-Division

City of Lodi Building Division Webpage - https://www.lodi.gov/173/Building-Division

Contacts

City of Lodi Planning Division – (209) 333-6711

City of Lodi Building Division – (209) 333-6714

Electric Utility Department – (209) 333-6763

Further Reading

California Department of Housing and Community Development – ADU Handbook (Updated July 2022) - https://www.hcd.ca.gov/sites/default/files/2022-07/ADUHandbookUpdate.pdf

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