



City of Kerman

Accessory Dwelling Units

Community Development Department
850 S. Madera Avenue, Kerman, CA 93630
Office: (559) 846-9386/Fax: (559) 846-9348

ACCESSORY DWELLING UNITS

General Information

An accessory dwelling unit (ADU) is considered a permitted residential use and must comply with the standards identified in the City's Zoning Ordinance [Section 17.66](#). You can review [A Homeowner's Guide to Accessory Dwelling Units](#) to see if you can build an ADU on your property, restrictions to ADUs, and a detailed step-by-step instructions on the ADU permitting process. An application for an ADU shall be submitted to the Planning Division of the Community Development Department for consideration of an ADU Building Permit. To complete the application for an ADU:

- Complete application form on page 5 (all lines, sign, and initial)
- Attach documents found in the Submittal Requirements Checklist
- Submit application and supplemental materials via email to buildingonline@cityofkerman.org or contact the Building Division (559) 846-6121

Pre-Approved ADU Program

The **Pre-Approved ADU Program** is an optional and voluntary program that provides pre-approved plan sets for detached ADUs, including floor plans, structural plans, calculations, and elevations. By offering pre-approved plans, the Program helps interested property owners avoid design costs and to reduce the overall time it takes from submitting an application to receiving building permit approval. The City of Kerman has prepared three (3) permit-ready, pre-approved detached ADU plan sets including studio, one-bedroom, and two-bedroom ADUs that range in size from 386 to 749 square feet. These plans are available in three (3) different architectural styles: Ranch/Early Century, Mediterranean/Mission, and Cottage. If you are participating in the Pre-Approved ADU Program, determine which floor plan and elevation you will use by selecting from the box to the right.

COMPLETE ONLY FOR PRE-APPROVED ADU PROGRAM

Floor Plan (check one)

- ☐ 386 square feet
- ☐ 498 square feet
- ☐ 749 square feet

Elevation (check one)

- ☐ Ranch/Early Century
- ☐ Mediterranean/Mission
- ☐ Cottage

Procedure

Once the application is submitted, the Building Division will review the information for completeness. The application will be routed to other City Departments and outside agencies for review and comments as required. Once comments are received, staff will review the application and will notify the applicants if corrections to the plans are required.

The Building Division shall approve an ADU building permit unless determined that such permit does not meet the findings for approved required by Section 17.66 of the Zoning Ordinance. A decision to deny an application will be in writing and will state the reason therefore. If further assistance is needed, please contact the Planning Division at (559) 842-2301.

REVISED OCTOBER 18, 2022



SUBMITTAL REQUIREMENTS CHECKLIST

Please use this checklist for submittal requirements for Accessory Dwelling Units and Junior Accessory Dwelling Units Building Permit Applications. The following items must be submitted in order to process your application. If the plans are not legible and/or do not contain the required information, your application will be rejected.

- ☐ Completed and signed application form (signed by the property owner and applicant).
- ☐ Payment of applicable application fee of \$200.00 (payable to the City of Kerman).
- ☐ Copy of grant deed or preliminary title report to verify ownership.
- ☐ A dimensioned Plot Plan drawn to scale (engineer's scale, no smaller than 1" = 20') indicating the following (see attached Sample Plot Plan):
 - ☐ North arrow and scale.
 - ☐ Lot dimensions and labels for all property lines.
 - ☐ The location of all existing and proposed structures on the project site (label distance from property lines). For new structures, provide setbacks to the portion of the structure that projects furthest toward the property line. All structures shall be identified.
 - ☐ Driveways and parking spaces for existing and proposed dwelling units.
 - ☐ Entrances, exits and walkways.
 - ☐ Existing and proposed fencing (including heights).
 - ☐ All easements, building envelopes, and special requirements of the subdivision as shown on the final map and improvement plans.
 - ☐ Existing water and sewer utility services and proposed additions/modifications.
 - ☐ Location and widths of streets and alleys adjacent to the subject property.
 - ☐ Indicate presence or absence of curb, gutter, sidewalk, shoulder paving, and street paving at the property frontage.
 - ☐ Location of transformer boxes and other utility equipment.
 - ☐ Street address of primary dwelling unit.
 - ☐ Assessor's parcel number(s).
 - ☐ Name and address of applicant.
- ☐ A Vicinity Map showing the main streets bounding the property.
- ☐ Building Plan Sets fully dimensional and drawn to scale, including:
 - ☐ Floor Plan that includes the location of interior walls (if any) and the uses of rooms (if more than one). Include the size and location of windows and doors and the location of electrical,



plumbing and mechanical features. Note that the electrical receptacles in most accessory buildings must be Ground Fault Circuit Interrupter (GFCI) protected.

- ☐ Roof Framing Plan that details the size and spacing of rafters, ceiling joists, roof sheathing, and the roof covering materials.
- ☐ Elevation Drawings of each building face (front, rear, left, right) and indicate the type of building materials for walls, windows, and doors. Show all architectural features, openings, exterior finishes, stepped footing outline, roof pitch, materials, color board, etc.
- ☐ Foundation Plan and Cross Section that shows size and depth of foundation perimeter walls, slabs, or pier holes. Include details of concrete reinforcement, hold down hardware, connections, roofing, ceiling, wall insulation, etc.
- ☐ Framing Plan that details the general assembly of the framing and includes lumber sizes, spacing of the members, location of posts and beams and how the members are to be connected including the type, size and spacing of hardware and fasteners.
- ☐ Truss Information and Calculations from the truss manufacturer prior to a request for roof and shear inspection.
- ☐ Structural Calculations (if required)
- ☐ Grading Plan (if required)
- ☐ If participating in the **Pre-Approved ADU Program**, email the City of Kerman at buildingonline@cityofkerman.org for the full set of plans and complete Cover Sheet of the plan set. A signed Hold Harmless Agreement is required to utilize these plans.
- ☐ Title 24 Energy Information and Calculations
 - ☐ Title 24 Calculation and Compliance Reports are required to verify that your proposed building design complies with California Title 24 Building Energy Efficiency Standards (Title 24, Part 6 of the California Code of Regulations, i.e., “CALGreen”). The Calculation and Compliance Reports are to be completed by a certified third-party consultant and will include specifications (as applicable) for solar, water heater, HVAC equipment and ducting, fenestration, insulation, and cool/radiant barrier sheathing for Climate Zone 12. Confirm applicability with your Title 24 Consultant. Search for “title 24 Calculations and Compliance Reports” in your web browser to locate a certified consultant.
 - ☐ CALGreen Checklists verifying compliance with Title 24 are available for download ([Click Here to Access CALGreen Checklists](#)). The Checklists are to be completed by a certified third-party consultant and be included in the building plan set for submittal.



BUILDING PERMIT APPLICATION FOR ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS

Building Type: ☐ Accessory Dwelling Units ☐ Junior Accessory Dwelling Unit

Project Description: _____

JOB ADDRESS: _____, Kerman, CA _____

GENERAL INFORMATION (please answer the following questions):

- Is the ADU detached from the primary unit? ☐ Yes ☐ No
- Is the ADU new construction? ☐ Yes ☐ No
- Is the ADU a conversion of existing space? ☐ Yes ☐ No
- Does the primary residence have fire sprinklers? * ☐ Yes ☐ No

**The new ADU is required to have fire sprinklers if the existing residence has fire sprinklers. Submit a separate fire sprinkler permit if applicable.*

APPLICANT: Name: _____
Phone: _____
Address: _____, Kerman, CA _____

PROPERTY OWNER: Name: _____
Phone: _____
Address: _____, Kerman, CA _____

CONTRACTOR: Name: _____
Phone: _____
Address: _____, Kerman, CA _____
Contractor License No: _____
Contractor Class: _____ Expiration Date: _____
City Business License: _____



PLANNING DIVISION APPROVAL REQUIRED

(office use only)

Property Area: _____ sq. ft.

Zoning District: _____

Number of Existing Buildings: _____

Flood Certificate Required: Yes _____ No _____ Flood Zone: _____

Setbacks: Front: _____ feet, Side: _____ feet, Rear: _____ feet

Approved by: _____ Date: _____

LICENSED CONTRACTOR DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professionals Code and that my contractor's license is in full force and effect and that all of the information provided by me regarding this is true and correct. I also affirm under penalty of perjury that my Worker's Compensation Declaration or Certificate of Exemption from Worker's Compensation Insurance and lend agency information are true and correct.

Signed _____ Dated _____

Print Name of Signer _____

License # _____ License Class _____

WORKER'S COMPENSATION DECLARATIONS

I hereby affirm that I have a certificate of self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Sec. 3000, Lab. C).

Policy # _____ Company _____

☐ Certified copy is hereby furnished ☐ Certified copy is filed with the building inspection department

Applicant Signature _____ Dated _____

CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

Applicant Signature _____ Dated _____



NOTICE TO APPLICANT: If after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Cir. C).

LENDER'S NAME: _____

LENDER'S ADDRESS: _____

SIGNATURE

I CERTIFY THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE INFORMATION IS CORRECT. I AGREE TO COMPLY WITH ALL CITY AND COUNTY ORDINANCES AND STATE LAWS RELATING TO BUILDING CONSTRUCTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THIS CITY TO ENTER THE MENTIONED PROPERTY FOR INSPECTION PURPOSES.

PRINT APPLICANT OR AGENT NAME: _____

APPLICANT OR AGENT SIGNATURE: _____ DATE: _____



SAMPLE PLOT PLAN

1 SQUARE = 2.5 FEET

NORTH

PROPOSED ADU
696 SQFT.

EXISTING GARAGE
280 SQFT.

EXISTING PRIMARY DWELLING
1,240 SQFT.

EXISTING TREE

EXISTING TREE

PROPERTY LINE

DRIVEWAY

10' UTILITY EASEMENT

SIDEWALK

CURB

DRIVEWAY APPROACH

SOUTH X STREET

Street address: _____, Kerman, CA _____

Assessor's parcel number (APN): _____

Applicant Name: _____ Address: _____



HOLD HARMLESS AGREEMENT ACCESSORY DWELLING UNIT STANDARD PLANS

City of Kerman
Community Development Department
850 S Madera Ave – Kerman, CA – 93630
559.842.2301 | buildingonline@cityofkerman.org

Applicant Name: _____ Permit #: _____

Project Address: _____ APN: _____

Email: _____ Phone #: _____

Pre-Approved ADU Floor Plan: ☐ 386 ☐ 498 ☐ 749
Elevation: ☐ Canoga ☐ Lena ☐ Reseda

I/We hereby request the use of the City of Kerman's pre-approved construction plans for the construction of an Accessory Dwelling Unit (ADU) at the address indicated above. I/We understand that I am not required to use these City pre-approved ADU Standard Plans. I/We understand the use of these pre-approved ADU Standard Plans does not eliminate or reduce responsibility to verify any and all information. By using these pre-approved ADU Standard Plans, I/We hereby agree to release, hold harmless, defend, and indemnify the City of Kerman, its agents, elected officials, employees, and the preparer of these construction documents from any and all claims, liabilities, suits and demands on account of injury, damage, or loss to persons or property, including injury, death, or economic losses, arising out of the use of these construction documents.

I/We further agree to pursue construction of the ADU in good faith and in accordance with the pre-approved ADU Standard Plans without modifications to the greatest extent possible. I/We understand that if there are any modifications made to these pre-approved ADU Standard Plans due to field conditions, owner preferences, or the like, the City reserves the right to require the applicant to contract with an appropriately licensed design professional to prepare the revisions in accordance with the applicable construction codes. I/We understand that modifications to these pre-approved ADU Standard Plans may result in additional design, engineering, plan review, and other fees required due to changes in the building design or submittal documents.

I/We understand that while these are pre-approved ADU Standard Plans, there are other items for which I/We may or will be responsible for including but not limited to; Photovoltaic System compliant with the California Energy Code requirements, Automatic Residential Fire Sprinkler System compliant with the California Residential Code, Roof Truss Calculations stamped by a licensed professional, and a Title 24 Calculation and Compliance Report.

Applicant's Name (print)

Applicant's Signature

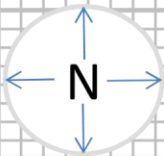
Date

Owner/Agent Name (print)

Owner/Agent Signature

Date

City of Kerman



Indicate North Direction

Scale: _____

Owner

Contractor / Owner Builder

Phone #

Site Address

APN

Lot #

Block #

Name of Subdivision

Lot Dimensions

New Construction:

Living Area

Garage

Carport

Covered Porch

Patio

City Standard Plan #: SPN

Yes / No

Windows Facing Rear

Yes / No

Block Fence

→

Length in Feet

→

Height in Feet

Pools and Accessory Buildings:

Pool Value \$

Pool Setbacks:

Rear Lot Line to Pool

ft

Side Lot Line to Pool

ft

To Main Bldg

ft

Bldg Setbacks:

Rear Lot Line to Bldg

ft

Side Lot Line to Bldg

ft

To Main Bldg

ft

Planning Department

Zoning

Yes / No

Open Space Requirement Met

Interior / Corner / Reverse Corner

Lot Type

Front

Left

Right

Rear

Accessory Bldg to Main Bldg

Setbacks Required:

Setbacks Provided:

Fence Requirements:

Landscape Required:

Comments

Approved By

Date

Engineering Department

Yes / No

Encroachment Permit Required

Permit #

Driveway Width (Ft)

Easements

Street Required / Alley Required

Sewer Cleanout

Required / Not Required

Water Meter

Comments

Approved By

Date

Bldg Permit #s:

Approved By

Date



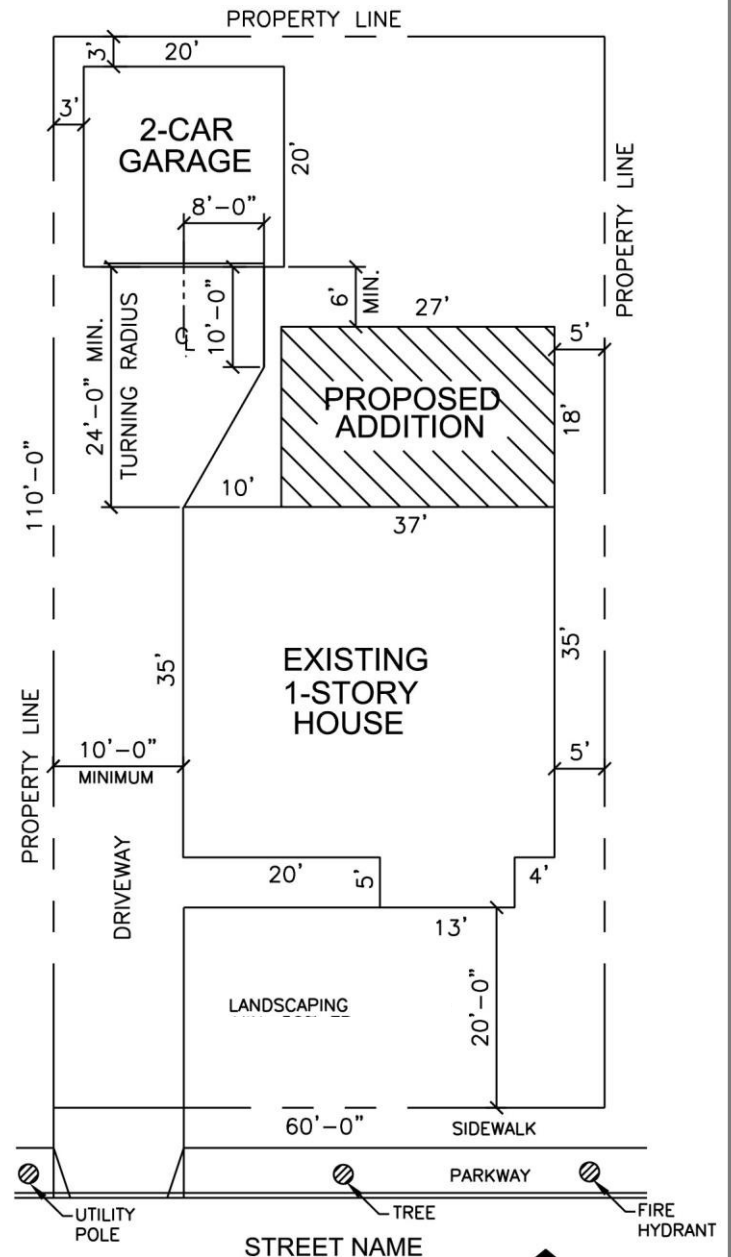
PLOT PLAN EXAMPLE

A Plot Plan is required for any residential addition or alteration involving a change to the site. A Plot Plan should be submitted as part of your Building Permit Application to the Building Division at buildingonline@cityofkerman.org.

Use this example as a guide to draw your own Plot Plan. Show as much information as possible. Plans should be drawn to scale, with a straight edge, and with enough clarity to show conformance with applicable regulations. Actual conditions and requirements may differ from this example.

REQUIRED INFORMATION ON ALL PLOT PLANS

1. OWNER(S) NAME
2. PROPERTY ADDRESS
3. DATE
4. PROJECT DESCRIPTION
5. TYPE OF CONSTRUCTION
6. EXISTING AREA OF S.F. (DWELLING AND ACCESSORY)
7. PROPOSED AREA S.F. (DWELLING AND ACCESSORY)
8. TOTAL SQUARE FOOTAGE
9. LOT SIZE
10. LOT COVERAGE
11. LOT DIMENSIONS
12. LOCATE ALL BUILDINGS AND STRUCTURES
13. LOCATE YARDS AND SPACE BETWEEN BUILDINGS
14. LOCATE WALLS, FENCES, AND LANDSCAPING
15. LOT COVERAGE
16. SETBACKS (FRONT, REAR, SIDES)
17. LEGAL DESCRIPTION (APN, LOT, TRACT)
18. SUCH OTHER DATA AS MAY BE REQUIRED BY THE PLANNING DIVISION



SCALE SHALL NOT BE LESS THAN 1/8" = 1'-0"



PLOT PLAN MUST BE FULLY DIMENSIONED AND TO SCALE