



Accessory Dwelling Unit (ADU) Permit

Overview:

The purpose of the Accessory Dwelling Unit application is to allow property owners to create a secondary, independent living space (internal or detached) on a single-family lot. This process ensures that the ADU complies with Murray City zoning, utility, and building codes while preserving neighborhood character.

Zoning & Property Standards: ADUs are permitted only on qualifying **single-family residential lots** and are strictly prohibited on any property operating an approved Short-Term Rental (STR). The property owner **must permanently occupy** either the primary home or the ADU as their principal residence. A formal Owner-Occupancy Covenant must be officially recorded with the Salt Lake County Recorder's Office prior to final land use approval.

Fees:

ADU Permit Fee:	\$125
Building Permit Fee:	\$101
Business License (Long-Term Rental) Fee:	\$106

County recording fees are processed separately.

Application Process

Step 1. Contact the Planning Division: Meet informally with Planning staff to verify your zoning district, property lines, utility connection requirements, and maximum allowable ADU square footage.

Step 2. Submit Application: Email the complete submittal checklist (Page 2), detailed architectural/site plans, and the \$125 fee directly to planning@murray.utah.gov.

Step 3. Planning Division Action: Approximately three (3) weeks after a completed application is submitted, planning staff will issue a decision to approve, approve with conditions, or deny the ADU Permit.

Step 4. Building Permit & Final Approval: Once land use approval is granted, a separate Building Permit application must be submitted to the Building Division. Physical construction or occupancy cannot begin until the building permit is issued.

Additional Information

Permit Revocation: ADU approval is strictly contingent upon maintaining the required on-site parking spaces and permanent owner-occupancy. Violations will result in immediate permit revocation and potential legal citations.

Salt Lake County Recordation: An Owner Occupancy Affidavit must be officially recorded against the property title with the Salt Lake County Recorder's Office to ensure long-term municipal compliance.

Appeals: Any final written decision may be appealed to the Hearing Officer by submitting a written statement and filing fee within ten (10) days of the decision.

Contact Information:

Address: 10 East 4800 South, Suite 260, Murray, UT 84107
Phone: 801-270-2430
Email: planning@murray.utah.gov
Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Updated: July 14th, 2026

***All plans submitted with the application will not be returned to the applicant and are the property of Murray City. ***



ACCESSORY DWELLING UNIT (ADU) PERMIT APPLICATION

PROJECT INFORMATION

☐ Attached/Internal	☐ Detached
Project Address:	
Parcel Identification Number:	
Zoning District:	
Lot Size (Acres):	
Proposed ADU Floor Area (Square Feet):	
TOTAL House Floor Area (Square Feet):	

RENTAL & LICENSING DISCLOSURE

Rental of an ADU may require a Murray City Business License. Contact the Murray City Business Licensing Division at (801) 270-2425 to obtain or verify requirements for a rental business license.

Intended Use of ADU:

- ☐ Family/Guest Use Only (Non-Rental)
☐ Long-Term Rental (Requires Business License)

APPLICANT & PROPERTY OWNER INFORMATION

Applicant Name:
Mailing Address:
Email Address:
Phone Number:
Property Owner Name (If Different):

REQUIRED ATTACHMENTS & CHECKLIST

- ☐ **Site Plan:** Legible copy showing site location and parking areas.
- ☐ **Floor Plans:** Legible copy showing floor dimensions and layout.
- ☐ **Elevations:** If detached or height is affected, legible copy verifying height.
- ☐ **Recorded Owner Occupancy Affidavit:** Affidavit recorded by Salt Lake County.
- ☐ **Notarized Property Owner Affidavit:** Affidavit certifying property owner's identity.
- ☐ **Planning Division Fee:** Payment of the **\$125.00** ADU Permit fee.

Authorized Signature: _____

Date: _____

Office Use Only

Project Number:
Planner Assigned:
Date Accepted:

PROPERTY OWNER'S AFFIDAVIT

I/we _____, being duly sworn, depose and say that I/we am/are the current owner(s) of the property identified in this application and that I/we have read the application and attached exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the ____ day of _____, 20 ____, personally appeared before me _____ the signers(s) of the above Affidavit who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah
My Commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property described above, do hereby appoint my/our agent _____ to represent me/us with regard to this application affecting the above described real property located within Murray City, and to appear on my/our behalf before any Land Use Authority considering this application.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the ____ day of _____, 20 ____, personally appeared before me _____ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah
My Commission expires: _____

ACCESSORY DWELLING UNIT – OWNER OCCUPANCY AFFIDAVIT

(To Be Completed, Signed and Recorded at Salt Lake County by Property Owner)

Property Owner(s) Name: _____ Phone: _____

Property Address: _____ Murray, UT _____

Parcel Number: _____

Legal Description: See Attached

I (we) _____, depose and say that I (we) am (are) the current owner(s) of the property listed above. I (we) certify that the second dwelling unit on the property is an accessory dwelling and understand that a future purchaser of the property will be required to reauthorize the accessory dwelling unit in order to continue the use.

I (we) also understand that any use of the accessory dwelling unit on the property is contingent on the owner of the property occupying either the principal or accessory dwelling unit as their principal residence and compliance with the provisions of Murray City Code.

I (we) also understand that the main dwelling and the accessory dwelling unit may not be used as short-term rentals. Meaning that the dwelling shall not be rented out for less than thirty (30) days at a time.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the ____ day of _____, 20____, personally appeared before me _____ the signers(s) of the above Affidavit who duly acknowledged to me that they executed the same.

Notary Public

Residing in Salt Lake County, Utah

My Commission expires: _____

After recording provide a copy to:
Murray City Corporation
Community & Economic Development Department
10 East 4800 South
Murray UT 84107
(801) 270-2430



Murray City Building Division ADU Permits

The following list is a list of requirements needed for an Accessory Dwelling Unit (ADU) to meet code. This list may not be a complete list for the plan review as every project is unique. Please apply Online at: <https://murray.ut.eprocess360.com/>

	Yes	No
Attach detailed Floor Plan of the proposed area to be used for the ADU		
Are Smoke Detectors located in each bedroom, and outside each separate sleeping area in the immediate vicinity of the bedrooms? IRC 2021 (R314)		
Are Smoke Detectors interconnected to the whole house? IRC 2021 (R314)		
Are Carbon Monoxide Detectors outside of each separate sleeping area, and in the immediate vicinity of all the bedrooms? IRC 2021 (R315)		
Are Carbon Monoxide Detectors interconnected to the whole house? IRC 2021 (R315)		
Are all kitchen and bathroom outlets approved GFCI outlets? IRC 2021 (3901.4 & 3901.6)		
Do all bedrooms in house meet the minimum egress requirements? 2021 IRC (R310.4.1)		
House has only one address, and only one utility meter?		
Attached copy of recorded Accessory Dwelling Unit – Owner Occupancy Affidavit? (obtained from the Planning/Zoning Department)		
Are all Handrails & Guardrails installed and meet Code? IRC 2021 (311.7.8 & 311.12)		

An inspection of the premises proposed for use as an Accessory Dwelling Unit is required to verify compliance with applicable building codes. A building permit must be obtained prior to conducting this inspection. The fee for the required building permit starts at \$100.00.

If construction or modifications are necessary to bring the premises into compliance with code requirements, additional fees will apply. In such cases, a plan review fee will be assessed and processed under a residential remodel permit.

Owner-Builder Restrictions: *Owner-building of ADUs is not permitted in Murray City. Homeowners are required to engage a licensed contractor.*