



DEPARTMENT OF COMMUNITY DEVELOPMENT

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BROCHURE #31 **ADU – ACCESSORY DWELLING UNIT**

OVERVIEW

Accessory Dwelling Units (ADU) are intended to increase the supply of affordable and independent housing for a variety of households, increase home and personal security, provide supplemental earnings, and increase urban residential densities. ADUs are located in residential zones.

WHAT IS AN ACCESSORY DWELLING UNIT (ADU)?

Definition

An Accessory Dwelling Unit means an additional dwelling unit either in or added to an existing single family detached dwelling, or in a separate accessory structure on the same lot as the main structure, for use as a complete, independent living facility with provisions within the accessory dwelling unit for cooking, eating, sanitation and sleeping. Such a dwelling shall be considered an accessory use to the main dwelling and be clearly subordinate to the main dwelling.

Application

The owner occupant needs to apply for a Building Permit for an ADU with Jefferson County DCD. A complete application form must demonstrate that all general requirements have been met.

Design

- All setback requirements for the zone in which the ADU is located shall apply
- The ADU shall meet applicable Environmental Health regulations for potable water and sewage disposal.

OBTAINING AN ADU PERMIT

You will need a building permit for new construction or for a remodel for an existing structure.

The following is required for submittal:

Building Permit Process:

- A completed Building Permit Application and supplemental residential application.
- A scheduled appointment to submit the application with the Permit Technician 360-379-4450.
- Permit application fee.
- A site plan using the site plan requirements that are explained in the site plan checklist.
- A floorplan, which clearly shows square footage and all rooms should be labeled.
- Building plans.
- Additional documents as required per the Building Application Submittal Checklist.
- Documentation that the water supply is potable and of adequate flow, and that the sewage or septic system is capable of handling the additional demand that placed upon it by the ADU.

WHAT ARE THE REQUIREMENTS FOR AN ADU?

The Jefferson County Code (JCC) 18.20.020 requires that:

One accessory dwelling unit is permitted per legal lot of record as an accessory to an existing single family dwelling provided that the following requirements are met:

- **Maximum Size:** Maximum size of 1,250 square feet of gross floor area.
- **Owner Occupied:** To obtain an accessory dwelling unit (ADU) designation, the owner of the subject property shall reside on the premises, either in the main or accessory dwelling. An employee of the property owner or tenant business shall occupy an ADU in place of the owner within LI or LI/C zones.
- **Certificate of Occupancy:** A certificate of occupancy is required pursuant to the International Building Code and shall be obtained from the building official and posted within the ADU. The code inspection and compliance required to obtain a certificate of occupancy in an existing building shall be restricted to the portion of the building to be occupied by an ADU and shall apply only to new construction, rather than existing components.
- **Outbuildings:** Outbuildings may be constructed or expanded to accommodate an ADU within the structure. ADUs established in these outbuildings shall not be larger than 1,250 square feet in floor area. ADUs in LI and LI/C zones are exempt from the special setback requirements for residential uses abutting light industrial uses or zones specified in Chapter 18.30 JCC.
- **Exterior Entrance:** In order to preserve the outward appearance of single family neighborhoods, the front of the house shall have only one exterior entrance. A separate exit doorway to the outside is required for each dwelling unit.
- **Water & Wastewater Disposal Service:** Prior to obtaining a permit to construct or place an ADU, the applicant shall provide proof of an adequate potable water supply as provided in RCW 19.27.097 and applicable regulations and policies established by the Jefferson County board of health or the Jefferson County board of commissioners, and proof of on-site septic system approval from the Jefferson County department of environmental health.
- **Travel Trailer/Recreational Vehicles:** For the purpose of this chapter, accessory dwelling units shall not be travel trailers, recreational vehicles, recreational park trailers, buses, truck storage containers, or similar manufactured units which are not originally intended to be used for residences and built to the International Building Code adopted by Jefferson County.

