



# Accessory Dwelling Unit Quick Guide

## What is an accessory dwelling unit?

An accessory dwelling unit or **ADU**, is a private dwelling with bath and kitchen facilities. It can be within or attached to a single-family dwelling, or in a detached building on the same lot as the primary dwelling unit. ADU's are smaller than the primary dwelling unit.

## How big can an ADU be?

It's all based on your lot size. See the table below for lot size requirements. To find out your lot size and zoning district visit <http://epv.juneau.org>. Areas common to more than one dwelling unit – including entry ways, furnace rooms, laundry rooms and interior stairways – are not included in the net floor area calculation for the ADU. Please see the [table of dimensional standards](#) for minimum lot size requirements. Currently, lots containing duplexes are not able to construct an ADU.

Minimum lot size %	Maximum unit size (square feet)	Permits required	Bedrooms
Less than 100%	600	Conditional Use Permit	Efficiency or one-bedroom
100%	600	Building permit <u>and</u> Accessory Apartment permit	Efficiency or one-bedroom
125%	1000*	Building permit <u>and</u> Accessory Apartment permit	Efficiency, one-bedroom, or two-bedroom
250%	1000*	Building permit <u>and</u> Accessory Apartment permit	Efficiency, one-bedroom, or two-bedroom

*\*Unit size is either 50% of the net floor area of the primary dwelling unit or 1000 square feet; whichever is less.*

## Steps for lot size determination:

1. Go to <http://epv.juneau.org> and search for your address or parcel number.
2. Double click on your lot to find lot square feet and zoning district.
3. Visit the [table of dimensional standards](#) and search your zoning district and minimum lot size
4. Calculate: Divide lot square footage by the minimum lot size. Multiply this number by 100. This will provide a percentage.
5. Compare to the table above.

## Is any parking required?

An ADU requires one (1) standard off-street parking space. A standard parking space is a rectangular area at least 8.5 feet by 17 feet. Proposed ADU's must meet all other standards found in CBJ 49.25.400 Table of Dimensional Standards. To find out the standards in your zoning district call (907) 586-0753 and ask for the planner on call.

<https://juneau.org/community-development/ADUG>

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## Does my lot qualify for an ADU?

The flowchart on the reverse side will help you determine your eligibility for an ADU. Your lot is required to meet the minimum lot size for your zoning district to qualify for an ADU.

To find your zoning district visit <http://epv.juneau.org/>. Lots that do not meet the minimum lot size requirement will need a Conditional Use Permit to qualify for an ADU. Lots that are not connected to City sewer must have a letter from the Department of Environmental Conservation stating that the on-site waste-water disposal system has the capacity needed for the proposed ADU and a statement from a qualified inspector stating that the system is functioning as designed to qualify for an ADU. ADU's are allowed in every zoning district, except Industrial (I) and Waterfront Industrial (WI).

## How do I apply?

*The application should contain the following:*

- Development Permit application
- Accessory Apartment application
- Building Permit application
- Conditional Use permit application if your lot is undersized; along with
  - a. A preapplication conference report
  - b. A nonconforming certification review
- A detailed letter or narrative describing the project.
- Two (2) copies of a site plan scaled and dimensioned to show all existing and proposed dwelling units on site, as well as required parking, and minimum setbacks. The site plan should indicate the physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.).
- Two (2) copies of a scaled and dimensioned floor plan to show the primary dwelling unit and the accessory unit, including each room labeled by use. The floor plan should show the fire and sound rated separation assembly between the primary dwelling unit and the ADU.
- Accessory Dwelling Unit Grant Program application (optional). *For more information on the ADUG program visit: <http://www.juneau.org/community-development/ADUG>*

**Please contact the Permit Center with any questions or to schedule a pre-application conference:**

**LOCATION:** 230 S. Franklin Street – Marine View Building, 4/F

**HOURS:** Monday through Thursday (except Holidays) 8am to 4:30pm

**APPLICATION INTAKE:** 8am to 4pm

**EMAIL:** [Permits@juneau.gov](mailto:Permits@juneau.gov)

**PHONE:** (907) 586-0770

**FAX:** (907) 586-4925

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