

The Accessory Dwelling Unit (ADU) Process At-A-Glance

We are here to help you through your ADU project. The Permit Center is City Hall, 100 Civic Center Drive, 1st Floor, Bay C, Newport Beach, CA 92660. Bring questions to the counter (7:30am–5:30pm Mon-Thu, 7:30am–4:30pm Fri), call 949-644-3204, or visit newportbeachca.gov/adu to learn more and to access resources like the City's comprehensive ADU Guidebook.



1 GET STARTED

- **Think about what you want**, including your project goals and concerns.
- **Look for inspiration** – download our [ADU Guidebook](#) and visit our [ADU website](#) to see floorplans and ADU case studies.
- **Make an informal sketch of your property** – our [ADU exercises](#) can help.
- **Estimate costs** and possible rental income using the [Orange County ADU Calculator](#).



2 LEARN THE RULES

- **Learn about your property**, service providers, and restrictions that might apply using the [Newport Beach Address Search Tool](#).
- **Learn what you can build** in the [ADU Guidebook](#) and [City ADU Rules](#).
- **Meet with City staff** to discuss the rules and deed restrictions that apply to your project.
- **Adjust your project budget** as needed and create a plan for financing your project.



3 DESIGN YOUR ADU

- **Consider using one of our [pre-approved ADU plans](#)**, which ease the process.
- **Hire your team** – If not using a pre-approved plan, we recommend hiring a licensed architect or designer and a licensed contractor, or a design/build team. Whoever you hire should help with permitting.
- **Create your initial design** and discuss it with City staff. Visit the Permit Center during business hours (see above) or call to make an appointment.
- **Finalize your design** for permitting.



4 APPLY FOR PERMITS

- **Prepare your application** for plan check and a [Building Permit](#). Coastal Zone properties may first need a [Coastal Development Permit](#).
- **Submit your application** at the Permit Center. Plan Check fees are due at submission.* Materials are typically reviewed within 10-20 business days.
- **Revise your application** – ADU applications typically require 2-3 reviews, each taking 10-20 days. Check the [CiViC Portal](#) for updates. Building Permit fees are due upon approval.*



5 CONSTRUCT YOUR ADU

- **Ensure all funding is established** before construction begins.
- **Monitor construction** (typically 6-12 months) by checking in regularly with contractors, making decisions about materials as needed, and ensuring inspections are moving along.
- **Pass final inspection** – your contractor will schedule inspections throughout construction via the [CiViC Portal](#). Once your ADU has passed the final inspection, it's ready for move-in!



6 MOVE IN



* City plan check and building permit fees are waived for ADUs through at least 2024, except when part of entirely new residential developments.



Interested in building an ADU or JADU? Here are some important things to keep in mind.

The Difference Between ADUs and JADUs

ADUs can be attached or detached and conversion or new construction. Most new ADUs are limited to 850 square feet (1BR) or 1,000 square feet (2BR). ADUs must have their own bathroom and a full kitchen. Shared walls and floors must be rated for 1-hour fire safety.

Junior ADUs (JADUs) are no more than 500 square feet and are located within or attached to a house (including an attached garage). JADUs can share a bathroom with the primary residence and need at least an efficiency kitchen, and the owner must live in the primary residence or the JADU.

JADUs and ADUs must have an external entry and be at least the size of an efficiency unit (around 150 square feet; confirm current state laws). Both must be rented for 30 days or more—no short-term rentals are allowed.

Pre-Approved ADU Plans [EXPLORE THE PLANS ONLINE](#)

Save time and money with a pre-approved ADU plan! Plans will still need to be customized to your property.

Special Circumstances and Utilities [SEE DETAILS IN OUR ADU GUIDEBOOK](#)

You may need to meet requirements with other agencies or departments. Common issues include:

- **Coastal Zone:** ADUs in the Coastal Zone may require a [Coastal Development Permit](#). Use the [Address Search Tool](#) to see if this applies.
- **Deed restriction:** ADUs must have a notarized deed restriction that prevents short-term rentals and sale of the ADU as a separate property, with some additional restrictions for JADUs. Talk with the City early on for details.
- **Zoning Clearance for JADU's.** City staff will prepare a letter for the square footage, zoning district, and development standards for a JADU.
- **Neighborhood & Homeowners Associations:** HOAs can't prevent you from building or renting an ADU, but they may have guidelines for design. Talk to your HOA about your plans.
- **Water & Sewer Service:** ADUs do not require separate water and sewer connections, but homeowners may be required to upsize service and/or meters to meet capacity requirements.
- **Basement & Garage ADUs:** It's possible to turn a garage or basement into an ADU, but talk with the City early on to understand the specific rules and how they apply to your property.