



OVER THE COUNTER REVIEW REQUIREMENTS FOR ELIGIBLE ADUs

The City of Fremont encourages the development of [Accessory Dwelling Units \(ADUs\)](#). In an effort to streamline the ADU permitting process, the Development Services Center now offers over the counter (OTC) reviews for eligible ADUs which meet the OTC review requirements.

The following ADU project types are generally eligible for OTC review:

- The ADU is a conversion of existing habitable or non-habitable space within your home.
If this describes your project, please answer the question below for “Accessory Dwelling Unit Conversion” to confirm your eligibility.
- The ADU is an attached addition located on the first floor.
If this describes your project, please answer questions below for “Accessory Dwelling Unit Construction” to confirm your eligibility.

The following ADU project types are **NOT** eligible for OTC review:

- The ADU is a new detached structure.
- The ADU is a conversion of an existing detached structure.
- The ADU is a second story addition to either the main home or a detached structure.

Step 1: Confirm your ADU project is eligible for an OTC review appointment

If your ADU project type is generally eligible for over the counter review, please answer the following questions for either ADU Conversion or Construction to determine if your project meets additional OTC eligibility requirements:

Accessory Dwelling Unit Conversion

If your proposed ADU is converted from existing space, answer question 1. Yes No

- | | | |
|--|--------------------------|--------------------------|
| 1. The ADU is less than 750 square feet, is located entirely within the existing footprint of the main residence and/or attached garage, does not require exterior stairs and does not require any exterior modifications that may raise privacy concerns. | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

If you answered “Yes” to the above question, call (510) 494-4461 to schedule your OTC appointment, then proceed to Step 2. If you answered “No”, your converted ADU project is not eligible for an over-the-counter appointment and will need to be submitted for review.

Accessory Dwelling Unit Construction

If your proposed ADU requires the construction of additional floor area, answer questions 2 through 8. Yes No N/A

- | | | | |
|---|--------------------------|--------------------------|--|
| 2. Is the attached ADU located solely on the first floor? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Does the attached ADU and any proposed concurrent addition to the primary residence (if applicable) total less than 750 square feet? | <input type="checkbox"/> | <input type="checkbox"/> | |

Step 1, continued	Yes	No	N/A
4. Are there curbs, gutters, and a sidewalk along the property frontage?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Was your home constructed as part of a tract development after January 1, 1945, OR , if it was not, have you completed a Request for Evaluation for Historical Significance and received confirmation from the Planning Division that the structure is not historically significant?	<input type="checkbox"/>	<input type="checkbox"/>	
6. For properties within the hill area (Measures A and T), please respond yes or no to the following statement: My project does not include modifications to landscape, hardscape, or retaining walls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed ADU structure be outside of all recorded easements? Please review the recorded map for your parcel and current title report. Indicate all easements on your site plan and ensure that the proposed ADU structure is not within any recorded easement.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Will the proposed ADU involve only conventional design and framing?	<input type="checkbox"/>	<input type="checkbox"/>	

If you answered “Yes” or “N/A” to the above questions, call (510) 494-4461 to schedule your OTC appointment, then proceed to Step 2. If you answered “No” to any of the above questions, your attached ADU project is not eligible for an over-the-counter appointment and will need to be submitted for review.

Step 2: How to prepare for your OTC review appointment

Note: Please review applicable City guidelines to ensure that your project meets the standards of the [Fremont Municipal Code](#) and [Citywide Design Guidelines](#).

Each of the following must be submitted at the time of your appointment:

- [Completed City of Fremont ADU Submittal Forms](#)
- [Three \(3\) Sets of Construction Plans and Two \(2\) Sets of Calculations and Applicable Supplemental Reports](#)
- One (1) Electronic (PDF) Copy of Construction Plans and Calculations

Step 3: What to expect during and after your OTC review appointment

Upon approval of your submittal, a notice of limitation will be provided for you to complete and record with the County Recorder. A copy of the recorded document must be submitted to the City prior to your final inspection.

Additions of 500 or more square feet trigger Fremont Unified School District (FUSD) Developer Fees. FUSD fees must be paid prior to permit issuance. If payment of FUSD fees is required, the City will provide you with a Certificate of Compliance of Developer Fees which you must bring to the District office along with your payment. Your permit will be held in a ready-to-issue status pending verification of payment from FUSD.

Should your project trigger the requirement for an encroachment permit, an Engineering Division staff member will assist you. Issuance of your building permit is contingent upon the issuance of your encroachment permit, if applicable.