



Planning & Economic Development

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ACCESSORY DWELLING UNIT

An accessory dwelling unit (ADU) is intended to provide a housing type that responds to changing needs and lifestyles, facilitate land efficiency and better utilize existing infrastructure, encourage affordable housing options, and provide a range of choices of housing types in the city's residential districts. An ADU is commonly referred to as a 'mother-in-law' apartment or 'granny flat.'

The City of Poulsbo regulates the appearance and location of ADU's in order to preserve the character of neighborhoods. Adding an ADU does not make your home a duplex, since the new dwelling unit is an accessory use to the primary purpose of your home.

WHERE ARE ADUs PERMITTED?

Attached and detached ADUs are permitted in all residential zones, with the approval of a Building Permit.

GENERAL REQUIREMENTS

1. Two accessory dwelling units are permitted on all lots that are located in residential zoning districts in the following configurations:
 - One attached accessory dwelling unit and one detached accessory dwelling unit;
 - Two attached accessory dwelling units; or
 - Two detached accessory dwelling units, which may be comprised of either one or two detached structures. The ADU shall meet all zoning requirements, including height, lot coverage, and setbacks.
2. An ADU may not be used as a short-term rental.
3. Recreational vehicles shall not be considered an ADU.
4. If located in a subdivision where a Planned Residential Development (PRD) was approved, a detached accessory dwelling unit shall be consistent in design and appearance with the principal unit
5. The accessory dwelling unit shall meet all zoning development standards, such as setback, lot coverage and height restrictions and accessory dwelling units shall meet all building code standards adopted by the city, including building, electrical, fire, and plumbing code requirements.
6. A detached ADU shall be limited to twenty-five feet in height and be separated from the primary residence as required by the city's adopted building code. An attached ADU is limited to the height that applies to the principal unit.

MINIMUM AND MAXIMUM SIZE

Each accessory dwelling unit shall contain no more than 1,000 square feet excluding garages, storage areas less than 5 feet in height, and porches and covered decks. If the accessory unit is completely located on a ground floor or basement of the principal unit, the ADU may be increased in size to efficiently use all floor area, so long as all other standards set forth in this section are met.

IS PARKING REQUIRED FOR THE ADU?

Yes. There shall be one off-street parking space provided for the each ADU, unless located within one-half mile walking distance of a major transit stop. ADU parking space may be in tandem with other required spaces.

CAN I CONVERT AN EXISTING STRUCTURE INTO AN ADU?

Yes, Conversion of Existing Structures to ADUs. An existing structure that does not comply with certain development standards of this chapter may be permitted provided the requirements of [PMC 18.70.070 A\(4\)](#) are met .

WHAT IS THE APPLICATION PROCESS?

The building department will issue the permit and the Planning and Economic Development (PED) Director will review. Contact PED staff for more information on the code and building about permitting questions.

FEE INFORMATION

Please contact Building Department to determine fees.

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.

