



# Planning & Economic Development

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## PERMIT READY ADUS

### WHAT IS AN ACCESSORY DWELLING UNIT?

Sometimes referred to as mother-in-law unit, granny shack, or backyard cottage, Accessory Dwelling Units (ADUs) are small, independent residential units located on the same lot as a stand-alone single-family home. ADUs provide the same essential functions as a typical single-family residence, complete with a kitchen, sleeping area, and bathroom, but are smaller or “accessory” to the primary residence.

To promote ADU development, the city developed a Permit Ready Accessory Dwelling Unit (PRADU) Program that offers residential property owners to select from four pre-approved, designed, and engineered ADU model base plans. The model base plan range in size from 480-1000 square feet and vary in architectural styles so that property owners can select an ADU that is complementary to the existing single-family dwelling.

The PRADU Program accelerates the permit approval process and reduces pre-construction costs—and helps us reach our community goals by encouraging more housing and diverse options throughout the city. This program works because it lets property owners use an accessory dwelling unit building plan that has already been approved and meets building codes.

See the ADU Handout [here](#).

### BENEFITS OF PERMIT READY PLANS

- **Reduced Wait Times:** When embarking on a project, you may need to wait anywhere between 1-4 months for engineers and architects to meticulously prepare your building plans. Permit-ready plans eliminate this waiting period entirely.
- **Streamlined Permit Approval:** With permit-ready plans, you can avoid the potential complications of the standard permit review process, allowing you to start your project sooner. Permit-ready plans have undergone careful examination to ensure compliance with building codes and regulations. This means reduced wait times and an expedited permit approval.
- **Significant Cost Savings:** Plans are typically 5-20% of total construction costs. PRADUs are available at no cost to residents, builders and developers.

### STEP-BY-STEP GUIDE

**Site Assessment.** Determine whether the site you are considering for a PRADU is located within the City limits and appropriate for an ADU. Verify that the zone allows for ADUs and determine the setbacks that apply in the zone. Confirm that ADUs are allowed per your homeowner’s association (if

applicable). Verify that there are no critical areas (wetlands, streams, or steep slopes) on the site that could require additional reporting or ADU plan customization.

**Survey or Base Map.** Consider hiring a surveyor to survey the lot to locate property corners and to determine how much space is available for an ADU. A survey is strongly recommended because constructing an ADU in a required setback or on someone else’s property could be a costly mistake. A survey is not required. You may have sufficient room on your lot such that constructing an ADU in your yard is easily evaluated, especially if the ADU is being set back more than the minimum required setback. You may be able to locate a plat map through [Kitsap County Auditor’s Office](#). A plat map may be acceptable for use as a base map in preparing a site plan in some circumstances.

**Evaluate Options for Connection to Utilities.** Determine if the ADU is going to/can utilize existing water and sewer connects, or is there a need need/want to install separate connections. Evaluate how stormwater from any new impervious surfaces (roof, walkways, patios, parking areas) will be handled? Contact third party purveyors for electric, natural gas, and/or telecommunications.

**Review Available Plans.** Review the available PRADU designs on the City’s website to determine which plan you would like to construct.

**Select a Contractor and Finishes.** The contractor will likely advise you on the costs of construction, including the costs for the various alternatives and the finishes and details that you will need to select.

**Prepare Site Plan.** To obtain a permit to construct a PRADU you will be required to submit a site plan before the permit can be issued. If you choose to get a survey often the surveyor can assist with the site plan preparation. A civil engineer or general contractor can also assist with site plan preparation. You may choose to prepare your own site plan, but it must include all the necessary information and be legible (see example attached).

**Review the Estimated Permit Costs.** There are many costs and fees associated with obtaining permits for a PRADU, depending on utility connection fees and stormwater management.

**Evaluate PRADU Project Financing Options.** Once you have talked to a contractor about construction costs and have determined permitting costs, you should have a good understanding of the total cost to construct a PRADU.



**Submit Application Form.** Once you have identified the plan set that you wish to construct, you may complete a PRADU Application Form. You must provide a tax parcel number and address for a property within the City of Poulsbo in order to request the complete plan set .

**Make Corrections.** If additional information is required to review and approve your site plan and the use of the PRADU plans, you will be notified by the City. Otherwise, you will be notified that your permit is ready to be picked up.

**Get Your Building Permit.** Once notified that your permit is ready to be issued, you or your authorized agent will need to sign for the permit, pay for the building permit and associated fees, and the building permit will be issued.

**Coordinate Addressing.** Discuss your options for separate addressing for the ADU with the Building Department, if desired.

**Request Inspections.** Once the permit is issued, construction may begin. Building permits expire after 6 months unless an inspection is completed. For each inspection, your permit will be extended for an additional 6 months.

**Obtain Certificate of Occupancy.** Once all necessary inspections have been completed, and a certificate of occupancy has been issued, the new dwelling may be occupied.

## OTHER CONSIDERATIONS

- While the building department is your primary point of contact, depending on the proposal you may also need to talk with other staff about utility connections and parking requirements.
- Is the existing house served by an on-site septic system for wastewater? If yes, it may be necessary to connect to the sewer system.
- The ADU can often make use of the water and sewer connects from the street to the main house. Such connections have to be made in conformance with code requirements.
- How will the stormwater from any new impervious surfaces (roof, walkways, patios, parking areas) be handled? This must meet code requirements and the information must be included in the permit application.
- Are there any wetlands, steep slopes, or other critical areas on or near the property? If yes, additional setbacks (buffers) and special reports may be required before a building permit can be issued.
- Consider your neighbors. Think about building placement and orientation, privacy issues, fencing, landscaping, etc.
- Impact fees are required for ADUs and are charged at time of building permit issuance.

## ADDITIONAL INFORMATION

Visit us at Poulsbo City Hall, 200 NE Moe Streets, or email [building@cityofpoulsbo.com](mailto:building@cityofpoulsbo.com) and provide your name, address, phone number and a brief description of what you would like to do.

Additional zoning information about ADUs can be found at the following website: <https://cityofpoulsbo.com/accessorydwellingunits/>

Additional information on PRADUs can be found at the following website: <https://cityofpoulsbo.com/permitreadyadus/>.

EXAMPLE SITE PLANS

