



CITY OF SAN JOSE

Planning, Building and Code Enforcement
 200 East Santa Clara Street
 San José, CA 95113-1905
 tel (408) 535-3555 fax (408) 292-6055
 Website: www.sanjoseca.gov/planning

SECONDARY UNIT CLEARANCE APPLICATION FORM

Please print clearly or type.

STAFF	File Number SU		Receipt #: _____ Amount: _____
	Council District	Zoning	Date: _____ By: _____
APPLICANT INFORMATION	Property Owner	Phone (w)	Phone (h)
	Address	Fax	Cell
		E-Mail	
	Project Contact Person	Phone (w)	Phone (h)
	Address	Fax	Cell
		E-Mail	
PROJECT INFORMATION	Project Address	APN(s)	
	Application Type (check all that apply)		
	<input type="checkbox"/> Detached <input type="checkbox"/> Attached <input type="checkbox"/> New <input type="checkbox"/> Existing, unpermitted		
	Brief Project Description		
		<i>PROJECT DATA</i>	<i>EXISTING</i>
	Net Parcel Size (square feet)		
	Secondary Unit Square Footage		
	Bedroom Square Footage		
	Number of bedrooms		
	Storage area square footage		
	Building Height	___ ft ___ stories	___ ft ___ stories
CERTIFICATION	I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the City of San Jose of this application.		
	Applicant's Signature		Date
	I declare under penalty of perjury that I am the owner of the primary dwelling unit at the property referenced above and that said dwelling unit is my primary residence.		
	Print Property Owner's Name		
	Signature		Date

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
 THIS APPLICATION APPOINTMENT IS LOCATED ON THE 1ST FLOOR OF CITY HALL.**

Application Requirements

- Completed Secondary Unit Clearance form
- Photographs
 - Existing structures on property
 - Views to adjoining properties from proposed secondary unit location
- Completed building permit application and project worksheet
- Completed homeowner's property tax exemption
- Plan sets (3 plan sets, minimum 18" x 24") Plan sets must provide all information required for a building permit submittal, and the following additional information:
 - Total secondary unit square footage
 - Bedroom square footage
 - Storage square footage
- \$250 Planning clearance fee, plus all normal and customary building permit fees and taxes for the proposed secondary unit. Please note that as an example, building permit fees and taxes for a 600 square foot unit can range from \$4,800 to \$5,500, depending on configuration.

Incomplete applications will not be accepted, and will forfeit the required \$100 appointment deposit.

Secondary Unit Criteria:

Prior to application, please be sure that your secondary unit proposal conforms to the following criteria. If you have any questions, please contact the Planning Division at 408-535-7801, or secondary.units@sanjoseca.gov.

Applicable Districts:	All R-1 Districts and Planned Development districts using R-1 standards	
Minimum lot size:	Attached units 6,000 square feet	Detached units 8,000 square feet
Maximum unit size:	600 square feet	
Maximum square footage devoted to bedrooms:	400 square feet	
Maximum number of bedrooms:	One	
Maximum storage space:	60 square feet	
Required parking:	One additional open parking space, outside of front and side setbacks	
Siting criteria:	Attached units: same setbacks as primary structure	Detached Units: <ul style="list-style-type: none"> • same setbacks as primary structure • Behind primary dwelling unit • Minimum six feet from existing structures • Maximum height = 16' • Average height = 12'
Design criteria:	<ul style="list-style-type: none"> • Exterior materials to match existing house • Roof pitch and form to match existing house • Front door of second unit not on same building elevation as the main house's front door • Second unit's windows shall not have views into adjacent properties. 	
Ownership:	Property owner must certify that they occupy existing house at time of application.	

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