

# ADU AMNESTY PROGRAM

## Your Pathway to a Legalized ADU

Find bulletins, forms and information listed below on the Amnesty webpage at: [www.sanjoseca.gov/ADUs](http://www.sanjoseca.gov/ADUs)



### 1. Complete the Self-Assessment Checklist

Use the checklist to determine if the Amnesty Program is right for you.



### 2. Eligibility Conversation

Call the Amnesty Coordinator at 408-535-7770 for a conversation about your project. We won't ask for your name or address. Review your obligations and the 5-year delay of enforcement option with the coordinator.

If you are ready:

- Schedule your initial inspection.
- Complete the Business Tax Financial Hardship Exemption form so that you may qualify for fee waivers. Learn more on the Amnesty webpage at [www.sanjoseca.gov/ADUs](http://www.sanjoseca.gov/ADUs).



### 3. Initial inspection is conducted

The City's third-party inspector will examine the space, take photos, and generate a report that outlines any required work. You will receive a copy of the report.



Upon inspection, you are obligated to fix violations to any basic health and safety codes as soon as reasonably possible. You are also obligated to legalize the unit, and may do so within five years.



### 4. Hire a professional designer to draft plans and a contractor to construct your project

The construction plans should be prepared following instructions in Bulletin 211 ADU Plan Requirements.

**TIP:** Submitting complete, accurate plans is the key to getting your building permit as quickly as possible.



### 5. Schedule submittal of plans

Call 408-535-7770 to schedule an appointment. Bring:

- Construction plans
- Form 310 Building Permit Application
- Form 312 ADU Property Owner Declaration
- Proof of (1) Business Tax registration and (2) payment of Business Tax or approval of financial hardship exemption.

If you are subject to any fees, be ready to pay. Payment options:

- Make check payable to "City of San José"
- Pay with credit card at the City Hall Cashier window
- Pay online at [www.sjpermits.org](http://www.sjpermits.org).



### 6. Permit Issued

A Permit Pass will be sent to your email address. You can then pick up your building permit at the Code Enforcement counter, 4th floor at City Hall.



### 7. Proceed with construction and inspections

Your contractor should read Bulletin 213 Inspection Checklist for ADUs for tips on how to avoid costly common construction mistakes.

Your contractor should also schedule the inspections by calling 408-535-7770.



**Done!**

Your ADU is legalized! Congratulations!