



QUESTIONS	YES	NO
<p><b>4. QUALIFYING FEATURES.</b> Is your THOW a detached self-contained unit intended for separate, independent living quarters for one household, and is it designed and built to look like a conventional building structure including functional areas for cooking, sleeping, toilet, and bathing?                      &gt; <b>Outcome:</b> If yes to each detail, this THOW is allowed. If no to any detail, this THOW is not allowed.</p>		
<p><b>5. REGISTRATION.</b> Is your THOW licensed and registered with the California Department of Motor Vehicles?                      &gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		
<p><b>6. CERTIFICATION.</b> Does your THOW meet the American National Standards Institute (ANSI) 119.5 requirements or the National Fire Protection Association (NFPA) 1192 standards, and is it certified for ANSI or NFPA compliance? Note: Certification must be made by a qualified third-party inspector.                      &gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		
<p><b>7. TOWABLE.</b> Is your THOW towable by a bumper hitch, frame-towing hitch, or fifth-wheel connection and cannot move under its own power?                      &gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		
<b>SECTION B. PROPERTY DESIGNATIONS &amp; PLACEMENT ON THE LOT</b>		
<p><b>8. EASEMENTS.</b> Does the property have a dedicated easement? See the title report to the purchase of your home or contact a title company for a copy. Tract and parcel maps at the <a href="#">County Surveyor Record Index</a> tool may show easements, but may be less accurate than a title report.                      &gt; <b>Outcome:</b> If yes, you must comply with the requirements of the easements. Often, no construction is allowed within the easement area.</p>		
<p><b>9. HISTORIC DESIGNATION.</b> Is the property listed on the City's <a href="#">Historic Resources Inventory</a> map OR on the <a href="#">California Historical Resources</a> list for Santa Clara County?                      &gt; <b>Outcome:</b> If yes, please speak with a City Planner at 408-535-3555. Simplified design standards will apply to the design of the ADU.</p>		
<p><b>10. DISTANCE FROM PRIMARY HOME.</b> Will the THOW be located at least six feet from the primary home?                      &gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		
<p><b>11. LOCATION AND SETBACKS.</b> Does the THOW location comply with these setback requirements?</p> <ul style="list-style-type: none"> <li>▪ <b>If THOW is in a rear yard location</b> - Minimum setbacks are:                          From front property line: 45 feet                          From side and rear property lines: 4 feet                          If a corner property: 10 feet from a corner property line</li> <li>▪ <b>If THOW is in an interior side yard location</b> (an interior side yard does not face a street, such as may occur on a corner lot) - Minimum setbacks are:                          From front property line: 45 feet                          From side and rear property lines: 4 feet</li> </ul> <p>&gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		

QUESTIONS	YES	NO
<b>SECTION C. SIZE, DESIGN &amp; OTHER STANDARDS</b>		
<p><b>12. FLOOR AREA.</b> Is the THOW at least 150 sq. ft. and no larger than 400 sq. ft., as measured using faces of exterior walls?                      &gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		
<p><b>13. HEIGHT.</b> Is the THOW no greater than two stories and has a maximum height of 16 feet? Note: Roof height shall be determined in accordance with San José Municipal Code Section 20.200.510.                      &gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		
<p><b>14. HIDDEN UNDERCARRIAGE.</b> Is the undercarriage (wheels, axles, tongue and hitch) hidden from view from the public right of way?                      &gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		
<p><b>15. DESIGN ELEMENTS.</b> Does the THOW incorporate all of the following required design elements?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Exterior cladding and trim.</b> Materials shall exclude single-piece composite laminates or interlocked metal sheathing.</li> <li><input type="checkbox"/> <b>Windows and Doors.</b> Windows shall be at least double pane glass and include exterior trim. Windows and doors shall not have rounded corners.</li> <li><input type="checkbox"/> <b>Roofing.</b> Roofs shall have a minimum of a 2:12 pitch for greater than 50 percent of the roof area and not be composed of wooden shingles.</li> <li><input type="checkbox"/> <b>No Extensions.</b> All exterior walls and roof shall be fixed with no slide-outs, tip-outs, nor other forms of mechanically articulating room area extensions.</li> <li><input type="checkbox"/> <b>Mechanical equipment.</b> Must be incorporated into the structure and not located on the roof.</li> </ul> <p>&gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		
<p><b>16. PARKING PAD.</b> Will the THOW be parked on a paved or alternate pad that includes bumper guards, curbs, or other installations that adequately prevent movement of the THOW?                      &gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p> <p><i>IMPORTANT NOTES</i></p> <ul style="list-style-type: none"> <li>* No additional parking is required for a THOW. Any parking displaced by the construction of the THOW is not required to be replaced.</li> <li>* If you remove the wheels and attached the THOW to a foundation, the unit no longer qualifies as a THOW but is deemed a detached ADU. You must then follow these requirements for a detached ADU:                             <ul style="list-style-type: none"> <li>▪ Follow the <a href="#">ADU Permit Process webpage</a> (see also Municipal Code Section 20.30.460.)</li> <li>▪ Meet inspection standards outlined in <a href="#">Bulletin #213 Inspection Checklist for ADUs</a>.</li> </ul> </li> </ul>		

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<p><b>17. WHEELS AND LEVELING REQUIREMENTS.</b> Do the wheels and leveling or support jacks sit on a surface:</p> <ul style="list-style-type: none"> <li>a. Paved with hard, durable asphaltic paving at least 2 inches thick after compaction; OR</li> <li>b. Paved with cement paving at least 3 inches thick; OR</li> <li>c. Paved with permeable pavers or permeable interlocking concrete pavers that are at least 80 mm (3.14 inches) thick; OR</li> <li>d. Paved with alternative materials that may consist of porous asphalt; porous concrete; decomposed granite, crushed rock or gravel; plastic or concrete grid system confined on all sides and filled with gravel or grass in the voids; or other similar materials and where the underlying drainage material is installed to meet manufacturers’ specifications. Sub-grade soils shall be compacted to meet product installation specifications.</li> </ul> <p>&gt; <b>Outcome:</b> If yes, this THOW is allowed. If no, this THOW is not allowed.</p>		
<p><b>18. TREE REMOVAL.</b> Will constructing the THOW require removal of an ordinance-size or heritage tree?</p> <p>&gt; <b>Outcome:</b> If yes, follow the rules for removing trees at <a href="http://www.sanjoseca.gov/TreePermit">www.sanjoseca.gov/TreePermit</a></p>		

**PART 2 - THOW PERMIT PROCESS**

After completing Part 1, you should understand if your THOW project complies with the City’s zoning codes. You may now be ready to apply for approval of your THOW project and to obtain the necessary electrical and plumbing permits.

**WHAT TO SUBMIT - SAVE ALL DOCUMENTS AS PDF FILES**

- This checklist with Part 1 completed (save the completed checklist as a PDF file)
- THOW Site Plan - See example on page 7.
- Floor Plan
- Elevations
- Proof of THOW registration.
- Proof that THOW is certified for ANSI or NFPA compliance (American National Standards Institute (ANSI) 119.5 standards or the National Fire Protection Association (NFPA) 1192 standards)
- Provide a detail showing the THOW is towable.
- Provide a detail of the parking pad on which the THOW will be installed.

**HOW TO SUBMIT**

Send an email to [ADU.Ally@sanjoseca.gov](mailto:ADU.Ally@sanjoseca.gov) and attached the above PDF files.

**PART 3 - THOW INSTALLATION & INSPECTION**

**Part 3 is for the licensed contractor installing the THOW. The contractor must complete this checklist and provide it to the City Building Inspector at the first inspection. Inspections typically occur over two appointments and include:**

- Underground Electrical (211), Underground Sewer (221), and Underground Water (223) must be inspected and approved prior to backfilling trenches.
- Electrical Final (918) and Plumbing Final (928) may be scheduled once the THOW has been placed and connected to utilities as described below.

Enter Information or  
Check When Completed

**SECTION A. ELECTRICAL**

**Main Service Panel ampacity rating must meet or exceed the combined calculated load of the Main Residence plus the THOW.** The calculated load for the THOW shall not be less than the load as determined by the provisions of Article 220 of the California Electrical Code. Sizing of the circuit and associated feeder supplying the THOW shall be in compliance with Articles 215, 220, and 240 of the California Electrical Code.

Use the [Electrical Load Worksheet](http://www.sanjoseca.gov/BuildingBulletins) for calculations ([www.sanjoseca.gov/BuildingBulletins](http://www.sanjoseca.gov/BuildingBulletins)).

1. Enter an electrical load calculation (amp rating) for the Main Residence:	amps
2. Enter ampacity rating for the Main Electrical Panel of the Main Residence: Main Breaker Size in amps, example: 100 amps, 150 amps, etc.	amps
3. Enter electrical load calculation (amp rating) for the THOW:	amps
4. Enter amperage rating of Feeder Disconnect serving the THOW (panel electrical breaker size):	amps
5. Enter size of Electrical Feeder Circuit Wiring from the electrical panel at the Main Residence (Disconnect Breaker) to the THOW:	volts
6. SUPPLY RECEPTACLE - THOWs (ANSI 119.5) are permitted to be hard wired and connected to the manufacturer supplied connection point. Requirements: <input type="checkbox"/> Flexible wiring is utilized (Liquidtight flexible metallic or nonmetallic conduit) <input type="checkbox"/> Receptacle for cord and plug connected to THOW must be within 5' to 7' of the pad and accommodates the maximum cord length of 25 feet supplied with the THOW. <input type="checkbox"/> Receptacles must have the same configuration as the manufacturer supplied cord cap. <input type="checkbox"/> Adapters or extension cords are not allowed.	CHECK

**SECTION B. PLUMBING**

**Water supply piping shall be sized to accommodate the added fixtures of the THOW.**

7. PROVIDE A SITE PLAN that shows the water piping system, including: <input type="checkbox"/> Size of water meter <input type="checkbox"/> Size and type of water piping from meter to the main home and supplied pressure. <input type="checkbox"/> Water Supply Fixture Units for main home and total developed length from the water meter to the most remote outlet. <input type="checkbox"/> Water Supply Fixture Units for THOW <input type="checkbox"/> THOW's water piping, including point of connection and size, type, and length of piping	CHECK
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<p>8. THOW POTABLE WATER CONNECTION is to be located as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Locate on rear half of the pad and same side as the manufacturer supplied connection (left side).</li> <li><input type="checkbox"/> Locate water riser pipe within 4 ft of the pad and equip with a threaded male spigot located not less than 12" but not more than 24" above grade level for the attachment of a standard water hose.</li> <li><input type="checkbox"/> Water riser pipe shall be protected from physical damage.</li> </ul>	<p>CHECK</p>
<p>9. THOW DRAINAGE CONNECTION PIPING shall:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Locate within 4 feet of pad, same side as the THOW manufacturer supplied connection (left side).</li> <li><input type="checkbox"/> Consist of a sewer riser firmly imbedded in the ground, extending vertically to grade and protected against damage from movement.</li> <li><input type="checkbox"/> Minimum diameter of the sewer riser: 3". Must have a 4" inlet and minimum 3" female fitting.</li> <li><input type="checkbox"/> Have a tight-fitting plug or cap, secured by a durable chain (or equivalent) to prevent loss.</li> <li><input type="checkbox"/> Connecting from the THOW to the sewer riser shall be installed using <u>listed materials</u> that are suitable for the environment.</li> </ul>	<p>CHECK</p>
<p>10. PROVIDE A SITE PLAN that shows the new sewer line, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Point of connection to the existing sewer line.</li> <li><input type="checkbox"/> Pipe sizes and type of material</li> <li><input type="checkbox"/> 4" sewer line is required if there are 4 or more toilets or if a sewage ejector pump is installed.</li> <li><input type="checkbox"/> Drainage is to be accomplished by gravity unless prohibited by site conditions. If gravity drainage is not achievable and you are considering the installation of a sewage ejector pump, please consult with the Inspection Field Coordinator (see contact info on permit card) before purchasing the pump.</li> </ul>	<p>CHECK</p>

**CODE REFERENCES**

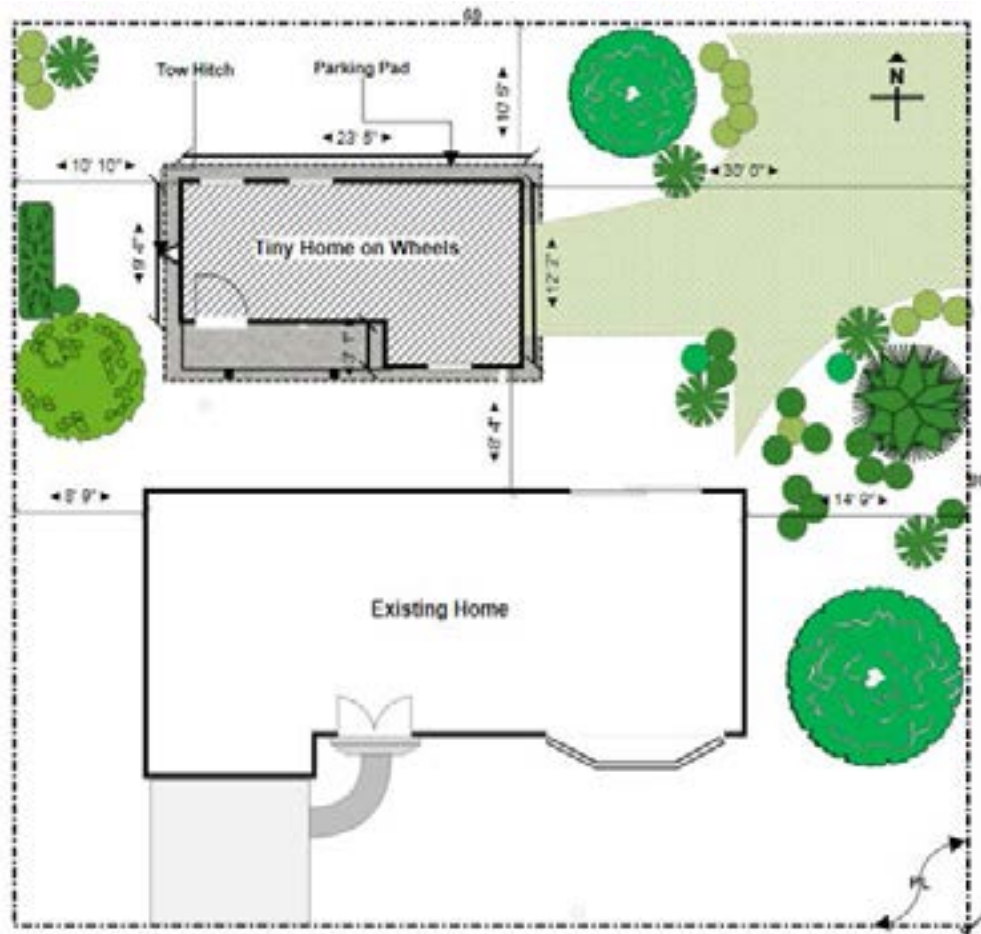
- San José Municipal Code [20.30.495](#) and [17.845](#)
- California Department of Motor Vehicles Procedures Manual - [Chapter 6.050 Park Trailers](#)
- HCD Manufactured Housing - [List of Approved Design Approval Agencies & Quality Assurance Agencies](#)
- American National Standards Institute (ANSI) 119.5
- National Fire Protection Association (NFPA) 1192
- California Electrical Code, Article 551, Article 552
- California Plumbing Code, Chapter 6, Chapter 7, Appendix E

**ADU ALLY - HERE TO HELP YOU**

Our ADU Ally is a staff member who will answer your questions about THOWs and connect you to other staff who may be of assistance.

**Email:** [adu.ally@sanjoseca.gov](mailto:adu.ally@sanjoseca.gov)

**Phone:** 408-793-5302

**EXAMPLE SITE PLAN FOR A THOW****Site and Building Information**

- Address: 123 Main Street
- Zoning: R-1-8
- APN: 123-45-678
- Lot Size: 5,520 sq. ft.
- Proposed THOW: 226.22 sq.ft.
- THOW size with porch: 287 sq. ft.
- Scope of work: Addition of a 226.22 sq. ft. Tiny Home on Wheels to the rear yard of a single-family residence.