



ACCESSORY APARTMENT REGISTRATION

PROPERTY OWNER NAME(s) _____

PROPERTY ADDRESS/APARTMENT ADDRESS _____ /Unit B

PHONE NUMBER _____ EMAIL _____

APARTMENT LOCATION (check one): main dwelling/addition above garage basement detached building other

In order for registration to be complete, a fee of \$40 must be paid and the property owner(s) must certify that the following requirements are met at this property. Please check all items that are in compliance at this time:

- 1. Outside appearance of single family home shall not be changed from that of a single family home. A maximum of one (1) accessory apartment may be allowed in a single-family home.
- 2. The apartment contains eating, sleeping, and sanitation facilities separate from the primary dwelling.
- 3. A single family dwelling containing an accessory apartment will remain owner occupied. All legal property owners, including joint owners, must sign/execute the registration and affidavit.
- 4. One family, as defined and permitted by City Code, will only occupy the apartment.
- 5. Accessory apartment does not have separate utilities such as water, gas, electric from main dwelling.
- 6. The accessory apartment has a dedicated entrance located on any side or rear portion of the home separate from the entrance to the main dwelling. Access doors must be below grade if located in front of single family home. Dwelling and apartment entrances shall not be located side-by-side.
- 7. An interior access exists and shall be maintained between the main dwelling and attached apartment (access may be locked).
- 8. The accessory apartment shall have the same address number as the main dwelling, but shall refer to "Unit B." Addresses must meet building code requirements.
- 9. The property has a minimum of (2) two hard surface off-street parking spaces provided for Tenant parking in addition to those already required for a single-family dwelling. More spaces may be required to ensure accommodation for additional vehicles. No parking spaces may be located within a front or side yard, except within an approved driveway. Tandem parking within a driveway is allowed to meet parking requirements.
- 10. I understand that: My *Accessory Apartment Registration Permit* shall become null and void upon the sale of the single-family dwelling in which it is located. The purchaser(s) shall apply for a new permit if they desire to continue use of the accessory apartment.
- 11. The accessory apartment will not be sold or detached by deed and only be rented.

- 12. Accessory apartment shall contain no less than 300 square feet of living area and shall comply with all size and access specifications of the International Residential and Building Codes.
- 13. All areas of the dwelling shall have a City-approved Certificate of Occupancy. This includes all finished/living areas, mechanical/storage, kitchens, bathrooms, etc. in **both** the main dwelling and accessory apartment.

14. The following building and safety requirements are met:

- | | |
|--|--|
| _____ Smoke detector in each bedroom | _____ Handrail on stairways (if applicable) |
| _____ Water heater properly vented and secured | _____ Functioning and compliant electrical and plumbing |
| _____ Kitchen, bathrooms, and storage areas have electrical GFCI outlets | _____ Parking requirements |
| _____ Guardrail above basement entrance, minimum 34" | _____ Occupancy separation doors as required by International Residential Code |
| _____ Smoke & CO detector outside of bedrooms | _____ Street addressing as "Unit B" |

- 15. A Site Plan showing property lines, location of existing buildings, building entrances, proposed buildings or additions, dimensions from buildings or additions to property lines, and the location of parking stalls. A detailed floor plan showing rooms labelled with current and proposed uses is attached.

I(We) certify that the above information is true and correct. I(We) understand that the City may perform an inspection on my accessory apartment, pending proper notification. I(We) have read and understood all City Code/ordinances related to accessory apartments.

_____ \$40.00 Fee Paid

_____ Site Plan Submitted

Signature: _____ Date: _____

Signature: _____ Date: _____

Office Use only

Received by: _____ Date: _____

Address #: _____ Tax ID: _____