



Detached ADU

Interior Remodel ADU

Basement Finish ADU

ADU Addition

ADU Application

Permit #

Building Services

385 Kimbark Street, Longmont CO 80501

303-651-8332

building.inspection@longmontcolorado.gov

Project Address:		Unit #	County Boulder Weld	
CONTACT INFORMATION				
Permit Contact:		Phone #s	Email:	
Owner:				
Owner Address:		Phone #s	Email:	
General Contractor:		Phone #s	Email:	
City License #:				
Electrical Contractor:		Phone #s	Email:	
City License #:				
Mechanical Contractor:		Phone #s	Email:	
City License #:				
Plumbing Contractor:		Phone #s	Email:	
City License #:				
PROJECT INFORMATION				
Total Valuation of Proposed Work (materials & labor):		Permit Fees:	Tax Exempt Yes <input type="checkbox"/> No <input type="checkbox"/>	
Historic District Yes <input type="checkbox"/> No <input type="checkbox"/>				
Detailed Scope of Work:				
STRUCTURE INFORMATION				
Existing Home Height	Proposed ADU Height	No. of Stories	Flood Plain Yes <input type="checkbox"/> No <input type="checkbox"/>	
Based on the new water or sewer service for the ADU:		Sewer size	Water meter	
Will the new service be from the primary home to the ADU? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will the new service connect to the existing water and/or sewer service after the meter but before the service enters the primary home? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will the ADU have a new water meter and/or sewer service connection to the main? Yes <input type="checkbox"/> No <input type="checkbox"/>	
SQUARE FEET OF PROJECT				
1 st Story	Basement Finished		Other	
2 nd Story	Basement Unfinished		Total Square Feet	
ELECTRIC	Do you need: <input type="checkbox"/> Construction Power <input type="checkbox"/> Final Connect <input type="checkbox"/> Utility Interconnection for alt power source_____			
Type of Service	Existing _____	Proposed _____	Service Upgrade	Meter Relocation
	OH UG	OH UG	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Main Panel Rating in amp				

*If "Other" is chosen, additional Construction Costs over and above the permit fee may be required to complete your electrical service request. These costs will be paid directly to Longmont Power and Communications at 1100 S. Sherman St, Longmont, CO 80501. Please contact LPC at 303-651-8386 for more details.

I hereby acknowledge that I have read this application and filled out the information required. I state that all the information required is correct. I agree to build this structure according to the Adopted Ordinances of the City of Longmont, Colorado.

STAFF USE ONLY – PERMIT INTAKE FORM**Proof of residency documents provided****Please check 1 of the following:**

- ☐ Valid Colorado driver's license
- ☐ Valid Colorado state identification card

Please check 2 of the following:

- ☐ Valid motor vehicle registration
- ☐ Current voter registration
- ☐ Federal or state tax return or other financial documentation
- ☐ Current utility bill

Return residency documents to applicant after verifying; do NOT submit them, or copies of them, with the permit application

Staff Name & Initials _____ Date _____

Development Standards Checklist:

- ☐ ADU is accessory to an existing detached, single-family unit on the same lot
- ☐ ADU size is between 500-800 square feet
 - ☐ OR-Does not exceed 50% of above-ground finished floor area of principal dwelling unit (if area of ADU is greater than 800 sqft)
 - ☐ OR-ADU is located in the basement of the principal structure and is exempt from size limit

Setbacks:

- New detached ADU meets the following setbacks:
 - ☐ Front: no closer to property line than front façade of principal structure
 - ☐ Rear: ≥5 ft
 - ☐ Side: ≥5 ft
 - ☐ Corner Lot: Complies with zone district front setback if closer to street than principal structure

Architectural Design:

- ☐ ADU is architecturally compatible with principal dwelling (materials, colors, roof form, window types, style)
- ☐ On corner/double frontage lots: ADU includes features matching front façade along street-facing sides
- ☐ Pitched roofs have matching eaves
- ☐ Exterior building materials meet the following criteria:
 - Fiber cement board = primary material
 - Clear glass = secondary material
 - Color palette matches primary dwelling

Parking:

- ☐ No additional parking provided; OR,
- ☐ ADU provides no more than 2 off-street parking spaces
- ☐ No off-street parking required

Pedestrian Access:

- ☐ 3-ft sidewalk connection to public sidewalk (or access point) is provided, made of concrete or similar all-weather material
- ☐ Wayfinding signage is provided if ADU entrance is not visible from public right-of-way

Submittal Requirements for Residential Remodel or Additions:

*All submittals must include the Application and electronic plans on a USB/flash drive or in a PDF attachments emailed to:
building.inspection@longmontcolorado.gov

Detached ADU:

- ☐ Proof of Residency
- ☐ Engineered stamped foundation plan and shear wall design
- ☐ Detailed framing information
- ☐ Architectural Drawings
- ☐ Energy Compliance Path
- ☐ Manual J, Manual D, Manual S
- ☐ Soils Report
- ☐ ILC/Survey showing location of proposed structure and all property lines
- ☐ Square footage/footprint of the primary structure on the property (house)
- ☐ Number and sizes of existing accessory buildings on the property (if any)
- ☐ Documentation that applicable school fees have been paid. For questions, please contact Ryan Kragerud: Kragerud_ryan@svvdsd.org, (303) 682-7317. <https://www.svvdsd.org/departments/operations-maintenance/planning/>
- ☐ HOA Approval

Interior Remodel/Basement Finish ADU:

- ☐ Proof of Residency
- ☐ Description/Scope of work
- ☐ Existing and proposed layouts
- ☐ Detailed framing information
- ☐ Architectural Drawings
- ☐ Asbestos testing report if there will be demolition
- ☐ Drawing must show the entire basement layout with the rooms labeled and the dimensions of each room including the unfinished areas
- ☐ Documentation that applicable school fees have been paid. For questions, please contact Ryan Kragerud: Kragerud_ryan@svvdsd.org, (303) 682-7317. <https://www.svvdsd.org/departments/operations-maintenance/planning/>
- ☐ HOA Approval

ADU Addition:

- ☐ Proof of Residency
- ☐ Engineered stamped foundation and shear design
- ☐ Detailed framing information
- ☐ ILC/Survey showing location of proposed structure and all property lines
- ☐ Soils Report
- ☐ Under Drain Variance Application (if sump pit installed)
- ☐ Drainage and grading indicated on Site Plan
- ☐ Energy report may be required
- ☐ Documentation that applicable school fees have been paid. For questions, please contact Ryan Kragerud: Kragerud_ryan@svvdsd.org, (303) 682-7317. <https://www.svvdsd.org/departments/operations-maintenance/planning/>
- ☐ HOA Approval



385 Kimbark Street, Longmont, CO 80501

Building: 303-651-8332 Planning: 303-651-8330 F: 303-651-8696

Building.inspections@longmontcolorado.gov longmont.planning@longmontcolorado.gov

Accessory Dwelling Unit Defined

An accessory dwelling unit, or ADU, is a second residential dwelling located on the same property as another home. An ADU can be located within or added to the main house, or it can be located within a separate accessory structure (e.g., garage) on the property. In all cases, an ADU is built and used as a complete, independent residential dwelling. In Longmont, if three or more of the following are present, the structure or portion of a structure will be considered an ADU and will need to be permitted as such: separate entrance, cooking facilities, sanitary facilities, and/or separate heat and ventilation.

Importance of Accessory Dwelling Units

ADUs play a vital role in helping communities meet their housing goals by offering a flexible, cost-effective way to increase the supply of housing within existing neighborhoods. By utilizing existing lots, ADUs provide opportunities for infill development without the need for large-scale infrastructure expansion or new land consumption.

ADUs support housing diversity, allowing for more affordable options for renters, multigenerational families, and aging residents who wish to remain in their communities. They can also contribute to more sustainable urban development by reducing sprawl, promoting walkability, and optimizing the use of existing utilities and services.

Can I build an Accessory Dwelling Unit on My Property?

Yes, if you meet the following requirements. To apply for a permit to construct an ADU, you must:

1. Provide proof of Longmont residency. At the time of application, the applicant must provide the following documentation to prove residency in the City of Longmont:
 - a. A valid Colorado driver's license or a valid Colorado state identification card
 - b. At least two of the following additional documents:
 - i. Proof of motor vehicle registration
 - ii. Proof of voter registration
 - iii. Federal or state tax returns or other financial documentation
 - iv. A utility bill
2. Own a detached home in the City of Longmont that was legally permitted at the time of construction. Zone districts that allow ADUs include Rural Residential (R-RU), Residential- Single Family (R-SF), Residential- Mixed Neighborhood (R-MN), Residential- Multifamily (R-MF), Mixed Use- Downtown (MU-D), and Nonresidential- Agricultural (N-AG). Please refer to Table 15.04.020 in the Land Development Code for a list of all zone districts that allow ADUs as an accessory use.

Accessory Dwelling Units and HOAs

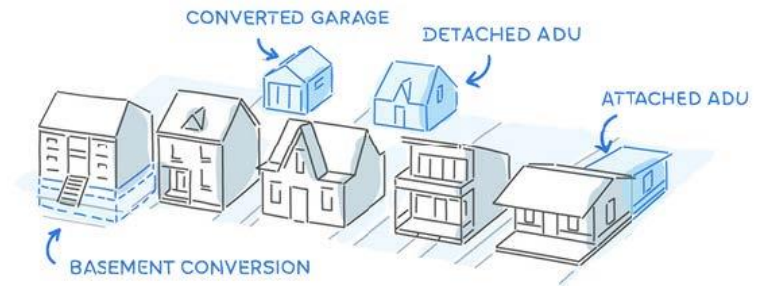
Homeowners in HOA communities should be aware that HOAs can no longer prohibit ADUs and any HOA covenants prohibiting ADUs are now unenforceable. It is recommended that homeowners submit ADU plans for HOA review and approval prior to application submittal. This optional review and approval must be based on reasonable standards and cannot be used to restrict a code-compliant ADU. If you have received HOA approval, please submit this approval with your permit application.

General Criteria for Accessory Dwelling Units

ADUs are considered an accessory use and are regulated by the City's Land Development Code. See Sections 15.04.040 and 15.02.080.E for information on standards applicable to ADUs.

1. Location and Use

- Permitted as accessory to a single detached dwelling (i.e., "main house")
- May be integrated into or added onto the main house or located in a detached, accessory structure such as a garage
- The accessory dwelling unit shall be located on the same lot as the main house
- Mobile homes, recreational vehicles, and travel trailers cannot be used for accessory dwelling units



2. Number and Size

- One accessory dwelling unit is allowed on a lot, in addition to the main house
- Regardless of the principal dwelling's size, an ADU may be between 500 and 800 square feet
- An ADU may be larger than 800 square feet if the proposed ADU does not exceed 50% of the finished, above-ground floor area of the principal dwelling (i.e., "main house")
- The total floor area of all accessory structures, including ADUs, shall not exceed 75% of the total floor area of the principal structure
- If the ADU is located in an existing basement, the size restriction does not apply.

3. Height

- An accessory dwelling unit located in a detached structure cannot exceed the height of the main house

4. Setbacks

- A new detached ADU needs to comply with the following setbacks from property lines:
 - **Front:** ADUs shall not be located closer to the front property line than the principal dwelling unit
 - **Rear:** 5 feet
 - **Side:** 5 feet
 - For multiple frontage lots, including corner lots, the ADU may be located closer to the front property line than the principal dwelling unit as long as the ADU meets the setback requirements that are applicable to principal structures in the underlying zone district. All sides of the lot with street frontage shall comply with applicable front setback requirements.
- **ADUs located in Existing Detached Structure:** An accessory dwelling unit located in an existing detached structure (e.g., garage) does not have to meet new setback standards, unless the structure is expanded.
- **Attached ADU:** An accessory dwelling unit that is attached or integrated into the main house needs to meet principal structure setbacks.

5. Limit on Sale, Tenancy and Occupancy

- Accessory dwelling units shall not be sold separately from the principal dwelling
- Accessory dwelling units may not be leased or rented for tenancies of less than 30 days (No short-term rentals allowed)

6. Parking

- An accessory dwelling unit shall not provide more than two off street parking spaces and is not required to provide any off-street parking, unless the property does not have any existing off-street parking spaces or is located on a block where;
 - The property has no public street frontage,

- Takes vehicular access from an alley, or
- On-street parking is prohibited for any reason including ensuring access for emergency services. In these instances, a minimum of 1 new parking space is required.

7. Cost Overview

- Fees for ADUs vary depending on the specific project and will be calculated through the building permit process. Fees paid to the city typically range from \$5,000 - \$10,000 and include plan review and permit fees, City and County taxes and a number of community investment fees. The costs associated with an ADU are generally 65% less than constructing a new single-family home.

Once you've decided that building an ADU is the right choice for you, use the process steps and submittal checklists on the following pages to start the ADU planning, review and approval process.

Accessory Dwelling Unit Process Steps

STEP 1

**Review Submittal Checklist Below and
Start Compiling Required Documents**

Before submitting your ADU application to the City of Longmont, carefully review the submittal checklist to ensure you understand what is required. Begin compiling the necessary documents, including site plans, floor plans, and engineered drawings. A complete and accurate submittal will help streamline the review process and avoid potential delays.

STEP 2

**If You Have Questions, Reach Out to The Applicable
Department for Assistance and Clarification**

If you have any questions about ADU standards, building codes, mandatory documents, required utility infrastructure, emergency services or the application process, don't hesitate to contact the City of Longmont. All city staff are here to help. Please use the contact information below to contact specific departments to discuss ADU requirements and information. City staff can provide guidance to help ensure your plans meet local codes and requirements before you submit. Reaching out early can save time and help avoid costly revisions later in the process.

Building Services: building.inspection@longmontcolorado.gov / 303-651-8332

Planning: longmont.planning@longmontcolorado.gov / 303-651-8330

Public Works: Josh.Sherman@longmontcolorado.gov / 303-651-8626

Emergency Services: marc.sampson@longmontcolorado.gov / 303-651-8434

Longmont Power and Communications: LPC@longmontcolorado.gov / 303-651-8386

STEP 3

Submit Your Building Permit Application

Once you've compiled all required documents and confirmed that your plans meet the City of Longmont's ADU standards, you're ready to submit your building permit application. Applications can be submitted directly to the Building Department at building.inspection@longmontcolorado.gov or in person at the Development Services Center located at 385 Kimbark Street, Longmont, Colorado. Make sure all materials are complete to help ensure a smooth and timely review process.

STEP 4

Plan Check, Review, Revisions and Resubmittal

After an ADU application is submitted, it enters the Plan Check phase. During this step, city departments, including Public Works, Building, Planning, LPC and Emergency Services review the submitted plans to ensure they comply with all applicable building codes, zoning regulations, and safety standards. If any issues or discrepancies are identified, the applicant will receive comments outlining the required changes. The applicant or their design professional must then revise the plans accordingly and resubmit them for further review. This back-and-forth process may occur multiple times until all requirements are met. Once the plans are approved, the project can move forward to the permitting stage, and a building permit will be issued.

STEP 5

**Pay All Required Fees and Receive Building Permit
to Construct your ADU**

After your application has been reviewed and approved, you will receive your building permit from the City of Longmont. This permit authorizes you to begin construction on your ADU in accordance with the approved plans. Be sure to have approved plans on-site and follow all inspection requirements throughout the building process to remain in compliance with city regulations.

Submittal Checklist for Accessory Dwelling Units

The submittal materials required for your Accessory Dwelling Unit (ADU) vary depending on the type of ADU you plan to construct. Different ADU types have specific design, zoning, and permitting requirements that influence the documentation and plans you'll need to provide. Please see submittal requirements for each type below.

Detached ADU:

- ☐ Proof of Residency
- ☐ Engineered, stamped foundation plan and shear wall design
- ☐ Detailed framing information
- ☐ Architectural Drawings
- ☐ Energy Compliance Path
- ☐ Manual J, Manual D, Manual S
- ☐ Soils Report
- ☐ Survey/ ILC showing existing structures and all property lines
- ☐ Site sketch showing existing structures, proposed structures, drainage, grading and all property lines
 - Example site sketch worksheet provided below
- ☐ Square footage/ footprint of the primary structure on the property
- ☐ Total number and square footage/ footprint of existing accessory structures on the property
- ☐ Documentation that applicable school fees have been paid
 - For questions about this requirement, please contact Ryan Kragerud at Kragerud_ryan@svvdsd.org or 303-682-7317
- ☐ HOA Approval, not required but strongly recommended

Interior Remodel/ Basement Finish ADU:

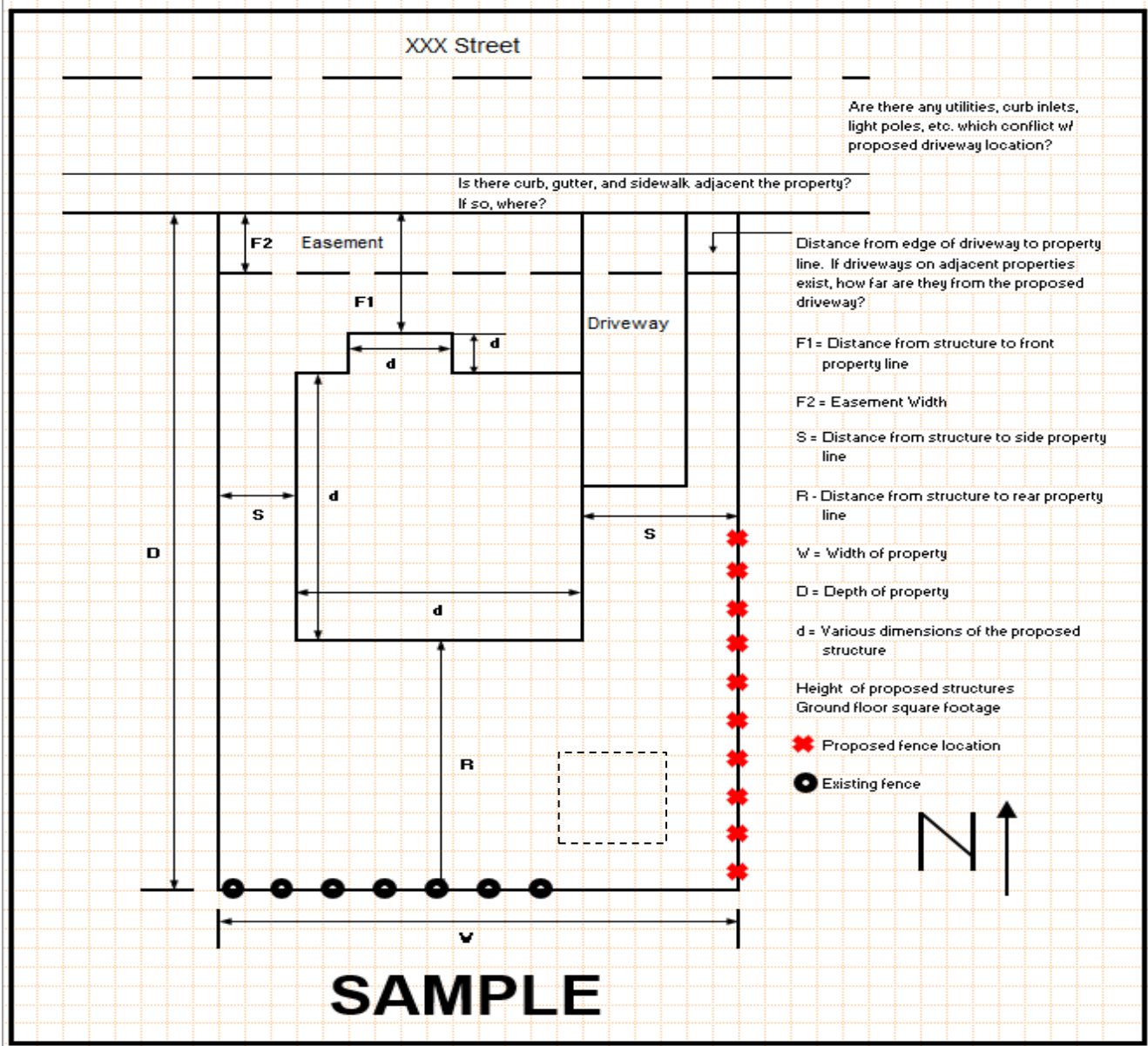
- ☐ Proof of Residency
- ☐ Description/ scope of work
- ☐ Existing and proposed layouts
 - Drawings must show the entire basement layout, with rooms labeled and the dimensions of each room provided, including unfinished areas
- ☐ Asbestos testing report, required if there will be demolition totaling greater than 32 square feet
- ☐ Underdrain Variance Application, if sump pit installed
- ☐ Documentation that applicable school fees have been paid
 - For questions about this requirement, please contact Ryan Kragerud at Kragerud_ryan@svvdsd.org or 303-682-7317
- ☐ HOA Approval, not required but strongly recommended

Addition to Existing House for ADU:

- ☐ Proof of Residency
- ☐ Engineered, stamped foundation plan, shear wall design and detailed framing information
- ☐ Architectural Plans
- ☐ Energy Compliance Path
- ☐ Survey/ ILC showing existing structures and all property lines
- ☐ Site sketch showing existing structures, proposed structures, drainage, grading and all property lines
 - Example site sketch worksheet provided below
- ☐ Asbestos testing report, required if there will be demolition totaling greater than 32 square feet
- ☐ Soils Report
- ☐ Underdrain Variance Application, if sump pit installed
- ☐ Documentation that applicable school fees have been paid
 - For questions about this requirement, please contact Ryan Kragerud at Kragerud_ryan@svvdsd.org or 303-682-7317
- ☐ HOA Approval, not required but strongly recommended

Site Sketch Worksheet

Instructions: Use the following example site sketch and checklist to help your site sketch meet minimum submittal standards. **Your site sketch should be to-scale and include dimensions.** If done on paper, paper dimensions should be 8.5" x 11" or 11" x 17".



✓	Information that must be included on Site Sketch showing proposed ADU			How services will connect to ADU
	Lot		ADU floor plan	Any new utility services (water, sewer, electric gas)
	Streets		ADU parking space/ Street Parking	Describe any planned demolitions
	Alleys		Required separate entrance	Drainage patterns draining to street/alley
	Existing structures		Water and sewer main in street and alleys and location of existing water meter	Wayfinding
	Existing easements		Utility services (water, sewer, electric, gas) to existing structures	Sidewalk
	Setbacks		Posted address locations	Existing accessory structures