



# INTERNAL ACCESSORY DWELLING UNITS

## *Application and General Requirements*

Consistent with Utah State and Herriman City codes, residents may apply for a permit to build and manage an “internal accessory dwelling unit” (I-ADU) in their single-family home. However, specified requirements must be met to obtain an I-ADU permit. This information form and attachments outline the zoning permit requirements only. A complete copy of Herriman City’s zoning regulation for I-ADUs are available online at: [10-29-51: Internal Accessory Dwelling Unit Regulation](#)

Please note that a separate building permit will also be required for any structural change, remodel, or new construction in your home. However, the attached I-ADU zoning application must be approved by the Planning & Zoning Department before a building permit may be processed by Building Services.

### **I-ADU Building Permit Application Fees:**

- Zoning Application Fee: \$75.00
- Building Permit Fee: Varies (based on square footage of the newly finished or remodeled area)
- Building Inspection Fee: \$94.00 (waived if building permit is required for new construction work)

### **GENERAL REQUIREMENTS**

- The applicant *must* live in (be the primary residence) and own the home proposed for an I-ADU.
- I-ADUs may be permitted in all detached single-family homes in the R-1-10, R-1-15, R-1-21, R-1-43, R-2-10, R-2-15 Residential Zones and the A-1-10, A-1-21, and A-1-43 Agricultural Zones.
- I-ADUs are only permitted on lots or parcels 6,000 square feet or larger (0.177 Acres).
- A maximum of one (1) I-ADU is permitted per single-family lot or parcel.
- An I-ADU must be within a home’s livable space, share a wall with the livable space, or be located above an attached two-car garage.
- An I-ADU may *not* be in a detached structure.
- A home with an I-ADU may not be used as a duplex with two (2) rental units.
- A signed letter of agreement, provided by the City, stating that the property owner will use the property as their primary residence and will not rent both the primary dwelling and I-ADU will be required. The City will have the letter of agreement recorded with the property at the Salt Lake County Recorder’s Office.
- All I-ADUs shall require a building inspection.
- All construction must comply with building and fire codes and all other required ordinances at the time of construction (or remodeling), including obtaining a building permit and completing inspection(s).
- Any unpermitted work may be subject to the removal of all finishes, including, but not limited to, drywall, insulation, etc. (to perform building inspections).
- Home additions to accommodate an I-ADU must share a wall with the livable space of the primary dwelling. An I-ADU shall not be constructed on the side or rear of an attached garage.
- Additions or remodel in the creation of an I-ADU shall not change the single-family characteristics of the home.

- The I-ADU may share an existing entrance or use a new entrance located on the side or rear of the dwelling.
- The I-ADU address must share the same address number as the primary residence, with the addition of a unit letter, which shall be recorded with the County Recorder. Both the primary address and unit number shall be viewable from the street.
- An I-ADU must be rented for 30 consecutive days or longer (by the same occupants). Short-term rental of an I-ADU is prohibited by Herriman City Code.
- A maximum of four (4) non-related individuals or any number of people living together in a dwelling unit who are related by blood, marriage, adoption, or other legal relationship may occupy an I-ADU.
- One (1) nine-foot by eighteen-foot (9' X 18') hard surfaced off-street parking stall is required in addition to the four (4) parking stalls required for the primary dwelling. Parking spaces cannot be located within the primary dwelling's front or side yard setbacks adjacent to a street unless on an approved driveway.

**Permit holders are responsible for constructing the internal accessory dwelling unit per local building codes and the approved zoning review. A separate building permit is required for new construction and remodels or finished spaces constructed without a permit.**

# REQUIRED SUBMITTALS:

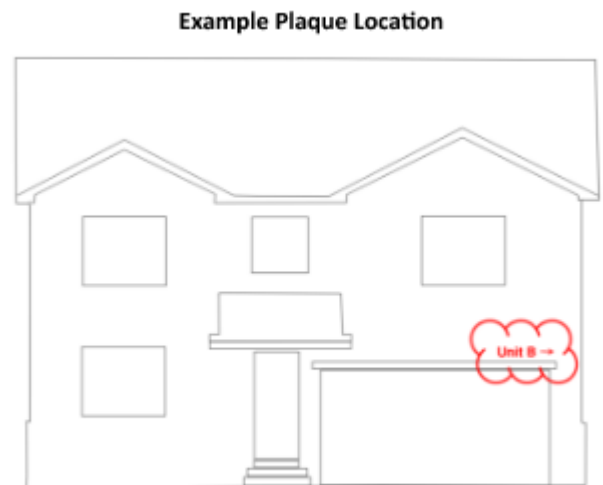
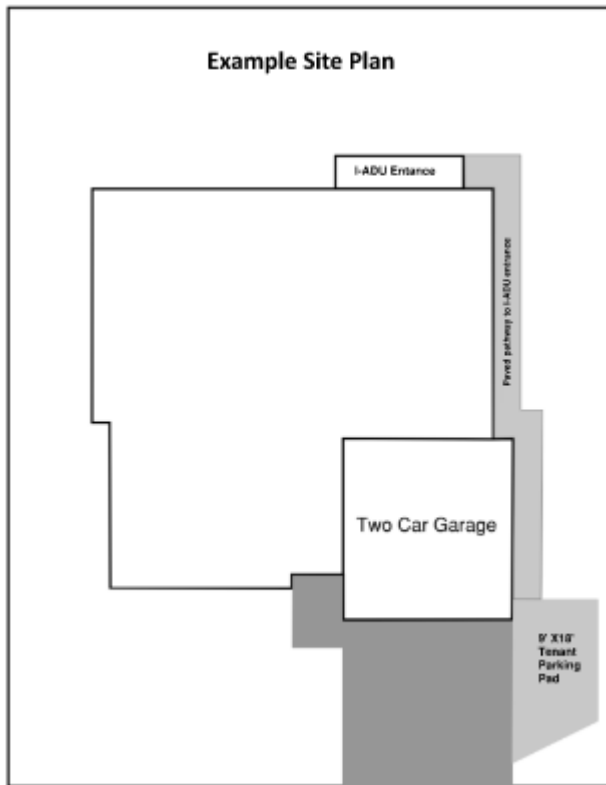
## A site plan showing the following:

1. The location of the proposed tenant parking area
2. Pedestrian path from the I-ADU entrance to a public right-of-way (street) or a driveway.  
(Hand drawn site plans or Aerials can be used)

## Building elevation showing the following:

1. The front elevation of the home indicating the "Unit #" and a directional arrow showing the direction of access fro the I-ADU.  
(The elevation can be hand drawn or an image/photo may be used)

## Examples of Required Submittals

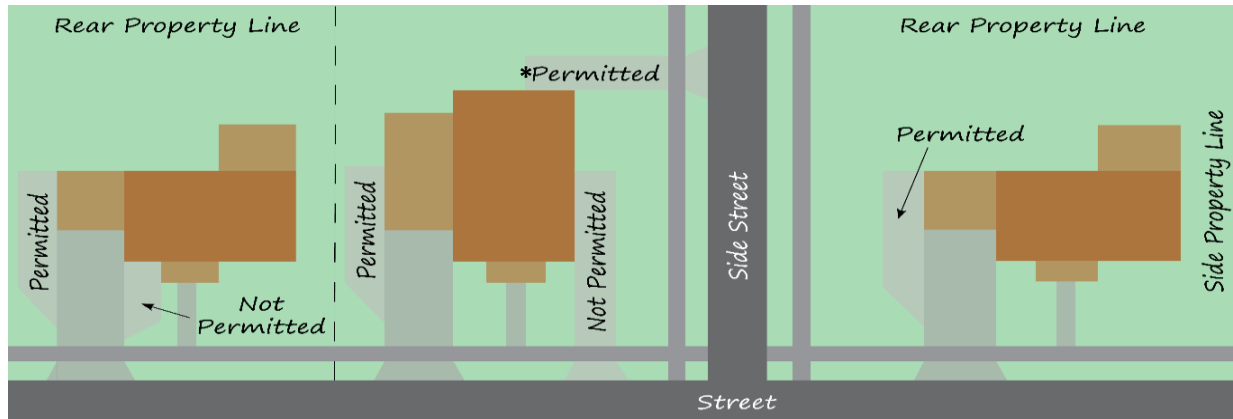


## **INTERNAL ACCESSORY DWELLING UNIT (I-ADU) APPLICATION**

*Submittal requirements: complete application, a site plan indicating parking, photo of secondary address location, & floor plan of I-ADU*

Applicant Information			
Owner Name(s):		Application Date:	
Property Address:		Lot Size (sq ft):	
Mailing Address:		Parcel Number:	
Email Address:		Phone Number:	
Internal Accessory Dwelling Unit: Zoning Information			Applicant's Initials
1. The applicant for an I-ADU must be the current owner-occupant of the property. Initial confirming that you are the property owner and reside at the property.			
2. The City shall record a Certificate of Notice with the County Recorder indicating the primary dwelling contains an I-ADU and a description of the I-ADU.			
3. The proposed site is located in an R-1-XX or R-2-XX Residential Zone or is located in Agricultural Zone with a lot size greater or equal to 6,000 square feet.			
4. Is the proposed I-ADU part of a new construction or remodel project? Has a building permit been submitted for construction? If so, please provide the building permit number: _____			
5. Is the proposed I-ADU located in an existing finished space?			
<ul style="list-style-type: none"> <li>• If yes, to the best of your knowledge, was a building permit acquired for existing space?</li> </ul>			
<ul style="list-style-type: none"> <li>• To the best of your knowledge, was the existing space built to comply with building codes being enforced at the time of construction?</li> </ul>			
<ul style="list-style-type: none"> <li>• Are any renovations being proposed to the existing space to accommodate the I-ADU?</li> </ul>			
<ul style="list-style-type: none"> <li>• Acknowledgment that a building inspection shall be required for all existing spaces to be renovated or used for an I-ADU.</li> </ul>			
6. A minimum of one (1) Additional (9' X 18') hard-surfaced parking space must be provided for the I-ADU tenant(s). The required parking space for tenant parking is in addition to the four (4) spaces required for the primary dwelling (two in the garage and two in the driveway). Any new drive approach for parking access must be approved by the City Engineer.			

### I-ADU Permitted Parking Areas



**\*Secondary drive approach requires approval from City Engineer**

a. How many bedrooms does the I-ADU have?		
b. How many parking spaces have been provided that are in addition to the required four (4) a parking stalls required for the primary dwelling?		
c. A site plan demonstrating the required primary dwelling parking and the additional tenant parking is in compliance with the code (see examples above) must be submitted with the I-ADU application. <i>Any application submitted without a parking plan will not be processed or approved.</i>		
7. The I-ADU shall <u>not</u> have separate utility meters.		
8. The I-ADU must use the same address as the main dwelling with the addition of Unit B. A secondary address featuring the unit number and directional arrow shall be posted and visible from the street. (Example, Unit B ->). <i>The I-ADU application must include a photograph that demonstrates the unit number will be visible from the street for emergency responders.</i>		

Internal Accessory Dwelling Unit: Building Code Information	Applicant's Initial	Staff Review
9. Applicant's initials confirming compliance with building and safety requirements as specified below. <i>Please note that an I-ADU permit will not be approved unless all building and safety requirements are met. Also, all building and safety requirements must be met before occupancy of the I-ADU.</i>		
<b>Building Code Requirements</b>		
A. Address properly posted on building and visible from the street		
B. Property and grounds must be manicured and maintained and in compliance with City ordinances.		

<p>C. Bedroom Egress Windows</p> <ul style="list-style-type: none"> <li>• 5.7 square feet of net clear opening for openings located above the grade level (net clear height shall not be less than 24" and the net clear width shall be no less than 20").</li> <li>• Window sill heights shall not exceed 44".</li> <li>• Window well shall be not less than 9 square feet with a horizontal projection and width of not less than 36" (window wells that exceed 44" depth shall be equipped with a permanently affixed ladder or steps).</li> </ul>		
D. Storage space under stairways. If the area under stairways is enclosed and used for storage, the walls under-stair surfaces and any soffits shall be enclosed and protected by ½" gypsum board.		
E. Roof and roofing components in good repair without deterioration.		
F. Exterior walls are free from holes, cracks, breaks, or rotting materials.		
G. Exterior porches, decks, stairways, guards, and handrails are structurally sound and in good repair.		
H. Minimum ceiling height of 7 feet in all habitable rooms – provisions allowing ceiling height of 6'8" for basement rooms if compliant with building codes.		
I. Minimum bedroom size to be 70 square feet.		
<b>Electrical Requirements</b>		
A. Electrical system operational and meet building code.		
B. Cover plates on all switches and receptacles.		
C. Breaker labeled and accessible, and clear floor space in front of the electrical panel.		
D. GFCI protection per building code.		
E. If applicable, plug strips must be listed and used according to their listing.		
<b>Mechanical</b>		
A. Mechanical system is operational.		
B. Combustible materials are stored away from appliances.		
C. Bathroom exhaust fans are operational and vent to the exterior.		

D. Furnace: <ul style="list-style-type: none"> <li>• The furnace properly connected to the gas/electrical system.</li> <li>• The venting system properly installed.</li> <li>• Proper combustion air being provided.</li> <li>• Proper gas and electrical shutoffs installed (if required).</li> </ul>		
<b>Plumbing</b>		
A. Plumbing system operational		
B. Proper plumbing fixtures clearances which are maintained and operational.		
C. Water Heater <ul style="list-style-type: none"> <li>• Properly connected to the gas and/or electrical system.</li> <li>• Seismic straps installed on top and bottom of tanks.</li> <li>• Pressure relief valve is operational with appropriate drainage tubing.</li> <li>• Gas-fired heater venting is properly installed.</li> <li>• Proper combustion air being provided.</li> </ul>		
<b>Fire Safety</b>		
10. Interior Access: An interior access between the main living area and an attached accessory dwelling unit must be maintained unless sufficient means of egress have been provided for the I-ADU. <i>Applicant must initial to confirm that interior access or sufficient means of egress will be provided and maintained for the I-ADU.</i>		
A. Fire extinguisher (minimum 2-A:10BC) current tag or new within a year with proof of purchase. Must be hung in a visible location accessible to the renter and located no more than 60" high to the top of extinguisher.		
B. Smoke Detectors: Install smoke alarms inside each bedroom, outside each sleeping area, and on every level of the home, including the basement. On levels without bedrooms, install alarms in the living room (or den or family room) or near the stairway to the upper level, or in both locations. <i>Smoke Detector must be interconnected with the existing home (or "with both units").</i>		
C. Carbon Dioxide Detectors: CO detector(s) should be centrally located outside of each separate sleeping area in the immediate vicinity of the bedrooms or sleeping rooms. CO detectors are also required on every floor containing a fuel-burning appliance. <i>CO detectors must be interconnected with the existing home (or "with both units").</i> (Listed combination smoke/CO detectors are allowed).		

For Office Use Only					
I-ADU Permit #:		Building Permit #:		Application Fee:	
Receipt #:		Zoning:		Existing/New:	
Approved By:				Date Approved:	

# Internal Accessory Dwelling Unit (I-ADU) Affidavit

(Herriman City provides notary services at City Hall - No notary fees for Herriman City residents)

I, \_\_\_\_\_, am the rightful owner of the property involved in this Internal Accessory Dwelling Unit (I-ADU) application (as described in the attached exhibit), which is located at \_\_\_\_\_, and certify that I will (1) occupy the property as my primary residence, (2) ensure the I-ADU will be occupied by people who are related by blood, marriage, adoption, or other legal relationship, (3) ensure the I-ADU will not be occupied by more than four unrelated people, (4) only be used as a long-term rental unit, which is defined as 30 consecutive days or longer by the same occupants, and (5) be maintained in compliance with all applicable building, health, and fire codes, along with all other regulations of an Internal Accessory Dwelling Unit in compliance with Herriman City Ordinances and State Statutes.

\_\_\_\_\_  
(signature of property owner)

\_\_\_\_\_  
(signature of property owner)

STATE OF UTAH                    )  
   §:  
COUNTY OF SALT LAKE    )

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me, \_\_\_\_\_ a notary public, personally appeared \_\_\_\_\_, (name of document signer) proved on the basis of satisfactory evidence to be the person(s) whose name(s) (is/are) subscribed to this instrument, and acknowledged (he/she) executed the same.

Witness my hand and official seal.

\_\_\_\_\_  
(notary signature)

(seal)

## Exhibits to Affidavit

ADDRESS OF PROPERTY:

ZONE:

PROPERTY'S TAX PARCEL NUMBER(S):

LEGAL DESCRIPTION OF PROPERTY:

LOCATION OF PRIMARY DWELLING UNIT:

LOCATION OF PROPOSED I-ADU: