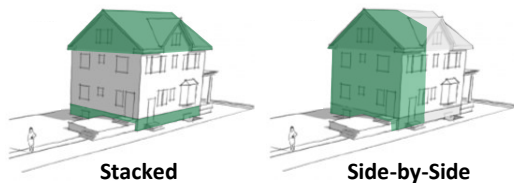


## ACCESSORY DWELLING UNITS - Overview and Checklist

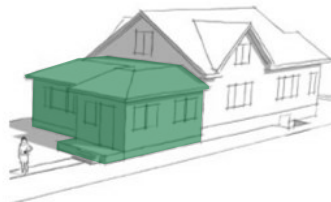
### What is an Accessory Dwelling Unit?

An Accessory Dwelling Unit (ADU) is a residential dwelling unit that provides complete independent living facilities on the same parcel as a proposed or existing single unit dwelling. An accessory dwelling unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation, which are accessory and subordinate to the single unit dwelling. Accessory dwelling units may be classified as one of the following:

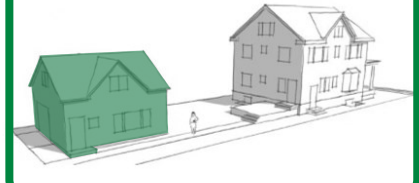
**Internal ADU:** A dwelling unit that is located wholly within the primary structure without expansion of the footprint. Includes stacked (e.g., basement or attic units) or side-by-side internal ADUs.



**Attached ADU:** A dwelling unit that is considered part of the primary structure, but results in an expansion of the primary structure's footprint.



**Detached ADU:** A dwelling unit that is separate from the primary structure (e.g. garage apartment or a standalone structure).



### Interested in Constructing an ADU?

Below is a checklist of items you will need to complete along the way. More detailed information about each item can be found on the following pages.

#### TO DO:

1. Verify zoning requirements (pg. 2 - 3).
2. Verify historic preservation requirements and complete review, if necessary (pg. 4).
3. Submit a Zoning Clearance Permit application & site plan (pg. 5 - 7).
4. Submit building and/or trade permit applications (pg. 5, 8).
5. Construct ADU!
6. Submit rental unit registration form and landlord business permit, if necessary (pg. 9 - 12).  
*A Rental Unit Registration and Landlord Business Permit are required for any unit that is to be occupied by someone not on the property deed (even if no rent is collected).*

**Questions?** If you have questions at any stage in the process, contact Development Services:

**Location**  
City Services Center  
500 15th Avenue SW  
Cedar Rapids, Iowa 52404

**Phone**  
319-286-5836  
**Email**  
zoning@cedar-rapids.org

**Office Hours**  
Mon - Fri  
7:30 a.m. to 4:30 p.m.

# ACCESSORY DWELLING UNITS - Zoning Requirements

## Where are ADUs Permitted?

ADUs are permitted by right in all zoning districts that allow residential uses. A list of zoning districts in which ADUs are permitted (and not permitted) is included below:

Are ADUs Permitted?	Zoning Districts									
<b>Permitted</b>										
Agricultural/Rural	A-AG	A-RR								
Residential	S-RLL	S-RL1	S-RM1	T-R1	S-RL2	S-RLF	S-RMF	T-RF	T-RH	
Mixed Use	T-ML	T-MC	S-MC	S-MR						
Urban Form	U-DC	U-DG	U-MF	U-NG	U-NR	U-NT	U-VG	U-VR	U-VT	
Industrial	I-LI	T-IM								
Special	S-MH									
<b>Not Permitted</b>										
Industrial	I-GI	I-SW								
Public	P-IN	P-PO	P-AP							
Special	X-FM									

**Not sure what your property is zoned?** Enter the property address into the City’s Zoning Map Viewer to learn more. [The viewer can be found on the City’s website.](#)

## ADU Specific Standards



Accessory dwelling units are only permitted on lots with single unit detached or single unit attached dwellings and must be built on the same lot as the primary structure.



One detached and one attached or internal ADU is permitted per lot.



Home occupations may be permitted in an ADU.



One parking space is required per ADU.



Mobile homes, recreational vehicles, travel trailers, or other wheeled and transportable structures may not be used as ADUs.



For attached or internal ADUs, only one entrance to the structure may be located on each street-facing façade.



The maximum gross floor area of an accessory dwelling unit may be no more than the footprint of the primary structure or 1,000 square feet, whichever is less. Size may be permitted to increase through a Minor Design Adjustment or Major Design Exception.

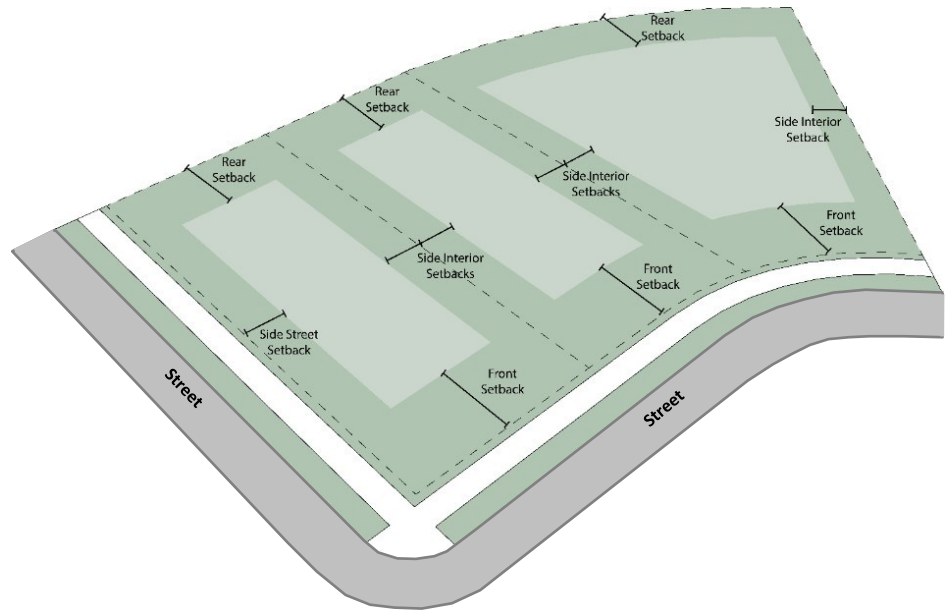


ADUs may not be sold separately from the principal unit, but can be used to provide independent living space close to family or can be leased as an affordable option for unrelated renters.

# ACCESSORY DWELLING UNITS - Zoning Requirements

## Zone District Standards

ADUs are subject to regulations in the underlying zone district. The table below is intended to provide a high level summary of site requirements in some of the residential zone districts. It is not a comprehensive list. An existing accessory structure whose height or setbacks do not meet the zone district requirements may be converted into an ADU, but the structure may not be altered in any way that increases the non-compliance. [The complete zoning code can be found on the City's website.](#)



Zone District	Building Setbacks [1]				Structure Size
	Front (ft., min.)	Side, Interior (ft., min.)	Side, Street (ft., min.)	Rear (ft., min.)	Height (ft., max)
A-AG	35	20	35	20	
A-RR	35	15/30	25	35	
S-RLL	30	5/14	15	30	35
S-RL1, S-RM1, S-RL2, S-RLF	25	5/14	15	25	
T-R1, S-RMF, T-RF, T-IM	15	3/8	10	10	
T-RH	15	3/8	10	10	150
T-ML	15 [2]	3/8	10 [2]	10	35
T-MC	15 [2]	3/8	10	10	
S-MC	15	0	10	10	75
S-MR	15	0	10	0	100

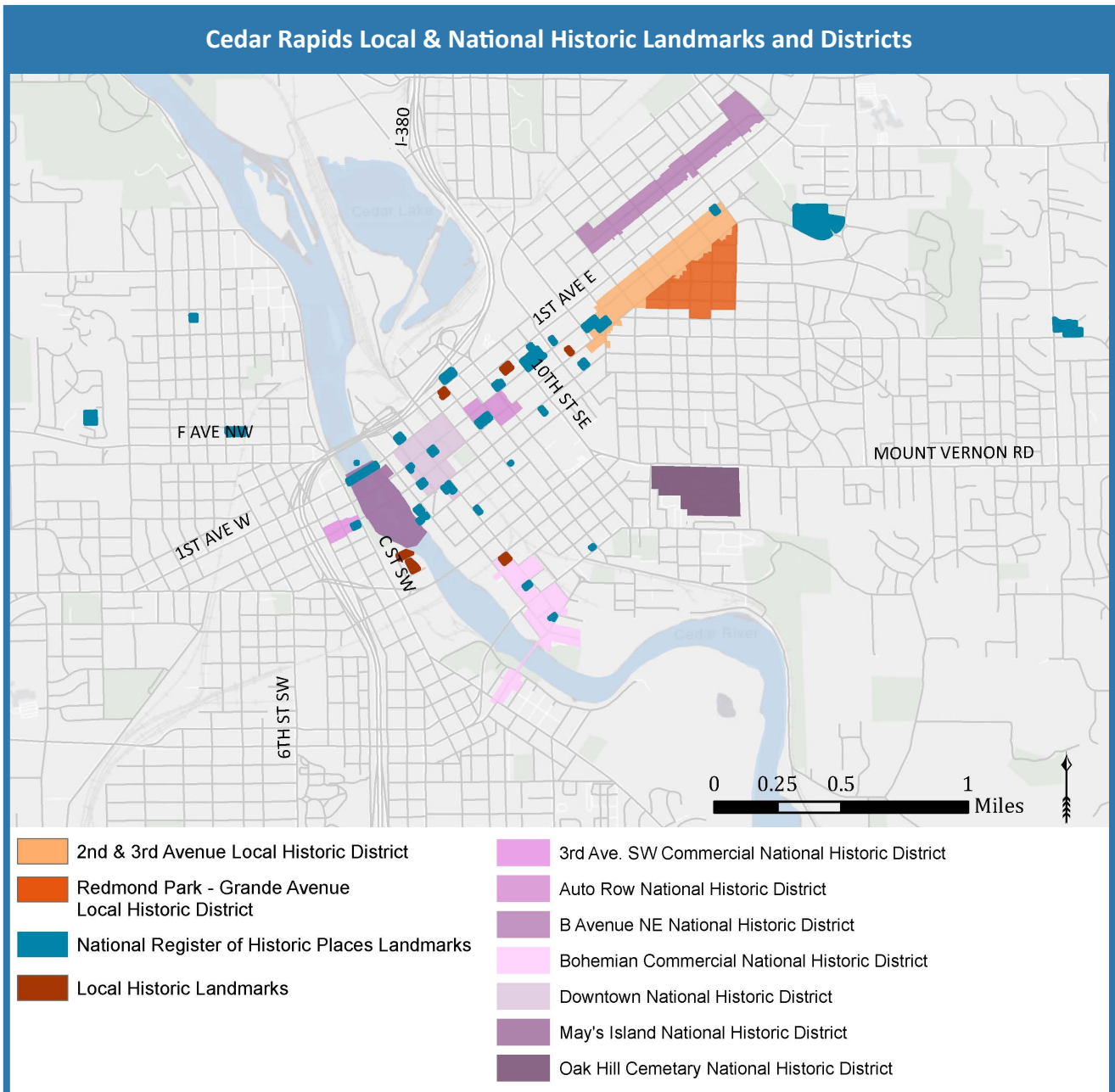
**Notes:**

- [1] For detached ADUs, interior side and rear setback encroachments within 3' of the lot line plus a 1' roof overhang may be permitted.
- [2] May be reduced to 5 feet by Minor Design Adjustment when Development Services finds that a reduction does not conflict with required easements, traffic safety, or other restrictions which may prevent a reduced setback.

# ACCESSORY DWELLING UNITS - Historic Preservation

## Historic Preservation Review Process

For properties located in Cedar Rapids' two local historic districts (2nd & 3rd Avenue District or Redmond Park - Grand Avenue District) and properties that are designated as local historic landmarks, the historic preservation review process is mandatory for all exterior changes. [More information about the historic preservation review process is available on the City's website.](#)



## ACCESSORY DWELLING UNITS - Zoning/Building Permits

### Zoning Permit/Site Plan Submittal










Prior to constructing an ADU, a Zoning Clearance Permit including general site information, a detailed description of work, and a site plan identifying property lines, existing buildings, proposed structure locations, and measurements is required. [The Zoning Clearance Permit and information on how to submit it is included in this packet and is available on the City's website.](#)

### Building and/or Trade Permits

Building and/or trades permits are commonly required to meet all ADU requirements and should be submitted prior to beginning work to construct an ADU. Construction plans are required for most building and trades permits. [All building and trade permits, code information, and instructions on how to complete, submit, and pay for permits is available on the City's website.](#)

### Building Code Requirements

Below is an overview of building code requirements for ADUs. It is a general list and is not intended to address all possible conditions. References are to the International Residential Code (IRC). Compliance with applicable codes and ordinances falls on the owner and/or contractor.

	<p>Egress windows must be installed in sleeping rooms.</p>		<p>Independent living, cooking, and bathroom facilities are required.</p>
	<p>Smoke and carbon monoxide detection is required to be installed.</p>		<p>All habitable room spaces must meet minimum dimensional requirements.</p>
	<p>Heating systems capable of maintaining an in-door temp. not less than 68 degrees F are required.</p>		<p>Air from one dwelling unit cannot be recirculated into another dwelling unit.</p>
	<p>At least one egress door shall be provided for each ADU. The required egress doors must open directly into a public way or to a yard or court that opens to a public way.</p>		
	<p>One hour fire rated wall or floor/ceiling assembly is required for separation between internal/attached units and the principal dwelling. Penetrations in these assemblies must be properly fire-stopped.</p>		
	<p>Address number identification must be provided for each separate dwelling unit (internal, attached or detached).</p>		



## Zoning Clearance Checklist

### Completed Zoning Clearance Application

NOTE: Submitting an unsigned or incomplete application will result in a delay in processing your application.

### Detailed Site plan.

You may either print out an aerial view of your property to mark up a site plan, or you may draw the plan out on a piece of paper, being sure to include existing buildings such as a house or garage, measurements, property lines, and the proposed location of the structure in question.

[CLICK HERE](https://lcgis.linncounty.org/apps/real-estate/land-records) (<https://lcgis.linncounty.org/apps/real-estate/land-records>) to obtain an aerial view of the subject property. Follow the steps below to print out a copy of your aerial view to mark up your site plan.

1. Type the address of the subject property in the blank field in the upper left hand corner of the page and hit ENTER.
2. Zoom in on your property.
3. Use the Snipping Tool to copy the area of your property.
4. Go to a new/blank document, and paste the aerial image onto the blank page
5. Mark the page up with the placement of your structure and pertinent measurements. This can either be done electronically, or you may print the page out and manually make the markings.

**\*\*Our staff is happy to help you with this process if you do not have the ability to obtain an aerial view of your property. Please call 319-286-5836 for assistance.**

### Payment

- You may choose to remit payment via check by mailing or dropping payment off at the City Services Center, Zoning Department, at 500 15<sup>th</sup> Ave SW, Cedar Rapids, IA 52404. Checks should be payable to the City of Cedar Rapids. OR, once you receive notification from a Cedar Rapids Zoning staff member that your application plan has been approved, you may choose to pay by credit card at that point.
- Your permit is not issued to you until payment is received.

### Submit Your Application and Site Plan. There are three ways to submit:

1. By email at [zoningclearancepermit@cedar-rapids.org](mailto:zoningclearancepermit@cedar-rapids.org)
2. By postal service mail at City Services Center, Attn: Zoning Department, 500 15<sup>th</sup> Ave SW, Cedar Rapids, IA 52404.
3. You may also drop your plans off to the Zoning Department at the City Services Center.

**If you have any questions, please contact the Zoning Department at 319-286-5836.**

**Thank you.**

# Zoning Clearance Permit

Application Under Sec. 32.05.04 of the Zoning Ordinance  
City Services Center, 500 Fifteenth Avenue SW, Cedar Rapids, IA 52404  
Phone: (319) 286-5836 | Email: [zoningclearancepermit@cedar-rapids.org](mailto:zoningclearancepermit@cedar-rapids.org)



***Fee: \$10.00***

Site Information	
Address or General Location of Property:	
Zone District	

**DETAILED DESCRIPTION OF WORK:**

Applicant Information	
Name	Relationship to Project (Owner, Lessee, etc)
Email Address	Phone
Applicant Signature (if required)	Date

Applicant hereby certifies under penalty of perjury that he/she is the owner, or that he/she is authorized and empowered to make this application on behalf of the owner. Applicant also certifies under penalty of perjury that the application and any related materials are true and contain a correct description of the proposed use. Applicant further acknowledges that all applications are subject to deed restrictions and any other codes, ordinances, laws or government regulations that apply.

Approval (to be completed by the City)		
Zoning Approval	Date	Notes



**BUILDING PERMIT APPLICATION**

Cedar Rapids Building Services Department  
 500 15<sup>th</sup> Ave SW, Cedar Rapids, IA 52404  
 Phone: (319) 286-5831  
 Fax: (319) 286-5830  
 Email: [residential@cedar-rapids.org](mailto:residential@cedar-rapids.org)

**Project Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Project Valuation:** \$ \_\_\_\_\_

**Permit Fee:** \$ \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Basement Finish</b> ..... \$100      | <input type="checkbox"/> ADA Ramp ..... \$10                      |
| <i>Sq Ft of area to be finished:</i> _____                       | <input type="checkbox"/> Retaining Wall ..... \$60                |
| <input type="checkbox"/> <b>Detached Accessory Structure:</b>    | <input type="checkbox"/> Swimming Pool ..... \$60                 |
| <input type="checkbox"/> 0 to 500 sq ft ..... \$100              | <input type="checkbox"/> Window/Doors/Siding/Decks..... Valuation |
| <input type="checkbox"/> 501 to 900 sq ft ..... \$150            |   |
| <input type="checkbox"/> 901 to 1,250 sq ft ..... \$250          |   |
| <input type="checkbox"/> 1,251 sq ft and greater ..... Valuation |   |

**DETAILED DESCRIPTION OF WORK:**

**APPLICANT INFORMATION:**

Property Owner       Contractor

**VERIFIED**  
Office only

<b>APPLICANT:</b> _____	<b>YES</b>	<b>NO</b>
Email: _____	<b>YES</b>	<b>NO</b>
Address: _____	<b>YES</b>	<b>NO</b>
Phone: _____	<b>YES</b>	<b>NO</b>
<b>ELECTRICAL:</b> _____	<b>YES</b>	<b>NO</b>
<b>MECHANICAL:</b> _____	<b>YES</b>	<b>NO</b>
<b>PLUMBING:</b> _____	<b>YES</b>	<b>NO</b>

Applicant hereby certifies under penalty of perjury that he/she is the owner; or that he/she is authorized and empowered to make this application on behalf of the owner. Applicant also certifies under penalty of perjury that the application and any related plat, plans, and specifications are true and contain a correct description of the proposed work, lot, structure, and use to which structure is to be placed. Applicant further acknowledges that all applications are subject to deed restrictions and any other codes, ordinances, laws or government regulations that apply. Applicant understands that any permit that may be granted in response thereto are subject to all the laws of the State of Iowa and all ordinances for the City of Cedar Rapids, Iowa, that may have a bearing on the same.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Building Dept approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Zoning Dept approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_





Dear New Rental Property Owner:

Attached are three documents that the City of Cedar Rapids Building Services Department requires for new rental properties.

Any person who leases, rents, or lets for occupancy a residential unit needs to complete and have approval of a **Rental Unit Registration**, as well as obtain a **Landlord Business Permit**. The Landlord Business Permit requires successful completion of a Landlord Business Training session offered through the City of Cedar Rapids.

The completed information can be dropped off at Building Services, 500 15th Avenue SW, 2nd Floor during regular business hours of 7:30 a.m. – 4:30 p.m. or mailed to our office.

If you have any questions, please contact our Housing Division at (319) 286-5197.

**RENTAL REGISTRATION**

Rental Unit Address: \_\_\_\_\_

Rental Unit Type: **Single Family or Condominium** \_\_\_\_ (\$50.00 per structure) **Duplex** \_\_\_\_ (\$60.00 per structure)**Multi-Family (3 or more units)** # of Buildings: \_\_\_\_ (\$42.00 per structure) # of Units: \_\_\_\_ (\$13.00 per unit)**OWNER (Must match Deed Holder with City Assessor)**

Legal Owner Name/Business Name: \_\_\_\_\_

Address (provide physical address): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**SECOND OWNER (Must match Deed Holder with City Assessor)**

Legal Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY MANAGER/OPERATOR**

Property Manager/Operator Name: \_\_\_\_\_

Contact Name/Registered Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Who is to receive mailings regarding inspections, violations, fees and billings? Owner \_\_\_\_\_ Property Manager \_\_\_\_\_**

Checks payable to City Treasurer.

**Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

Rental registration fees paid are for the fiscal year starting July 1<sup>st</sup>. Fees are not pro-rated. The applicant acknowledges this property is a residential rental unit and the owner/operator has a Landlord Business Permit issued by the City of Cedar Rapids pursuant to Chapter 29 of the Municipal Code. Should any registration information change, the City of Cedar Rapids Housing Department must be notified by submitting a Change of Information or Property Deletion Form within thirty (30) calendar days of the change occurring. Failure to comply with the provisions of this Chapter, or to falsify any information on this application may result in the revocation, suspension or denial of this permit. Fees, fines and penalties will be assessed in accordance to law.

**Mail to: Housing Department, 500 15<sup>th</sup> Avenue SW, Cedar Rapids, IA 52404**

Housing: 319-286-5197 Building Services: 319-286-5831 Email: rentalhousing@cedar-rapids.org

**RENTAL REGISTRATION CONTINUED**

Rental Unit Address: \_\_\_\_\_

Rental Unit Type: **Single Family or Condominium** \_\_\_\_ (\$50.00 per structure)      **Duplex** \_\_\_\_ (\$60.00 per structure)

**Multi-Family (3 or more units)** # of Buildings: \_\_\_\_ (\$42.00 per structure)    # of Units: \_\_\_\_ (\$13.00 per unit)

Rental Unit Address: \_\_\_\_\_

Rental Unit Type: **Single Family or Condominium** \_\_\_\_ (\$50.00 per structure)      **Duplex** \_\_\_\_ (\$60.00 per structure)

**Multi-Family (3 or more units)** # of Buildings: \_\_\_\_ (\$42.00 per structure)    # of Units: \_\_\_\_ (\$13.00 per unit)

Rental Unit Address: \_\_\_\_\_

Rental Unit Type: **Single Family or Condominium** \_\_\_\_ (\$50.00 per structure)      **Duplex** \_\_\_\_ (\$60.00 per structure)

**Multi-Family (3 or more units)** # of Buildings: \_\_\_\_ (\$42.00 per structure)    # of Units: \_\_\_\_ (\$13.00 per unit)

Rental Unit Address: \_\_\_\_\_

Rental Unit Type: **Single Family or Condominium** \_\_\_\_ (\$50.00 per structure)      **Duplex** \_\_\_\_ (\$60.00 per structure)

**Multi-Family (3 or more units)** # of Buildings: \_\_\_\_ (\$42.00 per structure)    # of Units: \_\_\_\_ (\$13.00 per unit)

Rental Unit Address: \_\_\_\_\_

Rental Unit Type: **Single Family or Condominium** \_\_\_\_ (\$50.00 per structure)      **Duplex** \_\_\_\_ (\$60.00 per structure)

**Multi-Family (3 or more units)** # of Buildings: \_\_\_\_ (\$42.00 per structure)    # of Units: \_\_\_\_ (\$13.00 per unit)

Rental Unit Address: \_\_\_\_\_

Rental Unit Type: **Single Family or Condominium** \_\_\_\_ (\$50.00 per structure)      **Duplex** \_\_\_\_ (\$60.00 per structure)

**Multi-Family (3 or more units)** # of Buildings: \_\_\_\_ (\$42.00 per structure)    # of Units: \_\_\_\_ (\$13.00 per unit)

Rental Unit Address: \_\_\_\_\_

Rental Unit Type: **Single Family or Condominium** \_\_\_\_ (\$50.00 per structure)      **Duplex** \_\_\_\_ (\$60.00 per structure)

**Multi-Family (3 or more units)** # of Buildings: \_\_\_\_ (\$42.00 per structure)    # of Units: \_\_\_\_ (\$13.00 per unit)



**LANDLORD BUSINESS PERMIT**  
(Use when creating a new Landlord Business Permit.)

**LANDLORD PERMIT #:** (for office use) \_\_\_\_\_

**OWNER (Must match Deed Holder with City Assessor)**

Deed Holder/Business Name: \_\_\_\_\_

Address (provide physical address): \_\_\_\_\_

Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Email (required): \_\_\_\_\_ Last 4 of SSN or Tax ID #: \_\_\_\_\_

**SECOND OWNER (Must match Deed Holder with City Assessor)**

\_\_\_\_\_ billing is same as above

Deed Holder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY MANAGER/OPERATOR**

Property Manager/Operator Name: \_\_\_\_\_

Contact Name/Registered Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Email: \_\_\_\_\_

A Landlord Business Permit Fee of \$50.00 is required at time of application. Checks payable to City Treasurer.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Pursuant to Chapter 29 of the City of Cedar Rapids Municipal Code, Section 29.54, this application to be submitted to obtain a permit to lease, rent or otherwise allow a dwelling unit or rental unit to be occupied for rental purposes. Should any permit information change, the City of Cedar Rapids Housing Department must be notified by submitting a Change of Information Form within thirty (30) calendar days of the change occurring. Failure to comply with the provisions of this Chapter or to falsify any information on this application may result in the revocation, suspension or denial of this permit. Fees, fines and penalties will be assessed in accordance to law.

**Mail to: Housing Department, 500 15<sup>th</sup> Avenue SW, Cedar Rapids, IA 52404**  
Phone: 319-286-5197 Email: rentalhousing@cedar-rapids.org