Department of Licenses and Inspections
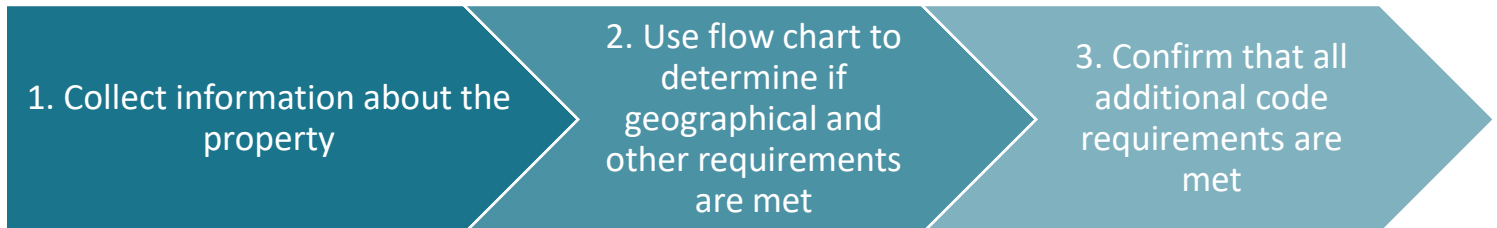### CITY OF PHILADELPHIA

Accessory Dwelling Unit Checklist

This document is intended to guide applicants through the Zoning Code requirements to determine if an Accessory Dwelling Unit (ADU) is permitted on their property.

1. Collect information about the property	2. Use flow chart to determine if geographical and other requirements are met	3. Confirm that all additional code requirements are met

☐ Step 1
Collect Information about the Property

1. **Base Zoning District**
   Using Atlas, you can search by property address to determine the Base Zoning District of the property. You will find this information under the "Zoning" tab.
   Select the Base Zoning District below:
   - ☐ RSA-5
   - ☐ CMX-1
   - ☐ Other

2. **Zoning Overlay District**
   Under the "Zoning" tab on Atlas, you will also find any Zoning Overlay Districts that the property is located within.
   Select the Zoning Overlay District(s) below:
   - ☐ /EDO, Eighth District Overlay District
   - ☐ /FDO, Fourth District Overlay District
   - ☐ /FNE, Far Northeast Overlay District
   - ☐ /NDO, Ninth District Overlay District
   - ☐ /NE, Northeast Overlay District.
   - ☐ /VDO, Fifth District Overlay District
   - ☐ No Overlay or Overlay(s) not listed above

3. **Historical Structures**
   Has the property been designated as historic; or is it located in a district that has been designated as historic and that contributes, in the Historical Commission's opinion, to the character of such district?
   - ☐ Yes
   - ☐ No

   Please note, L&I, during the review, will contact the Historical Commission to confirm compliance with the provisions of the code section.
   See L&I's FAQ on Historical Structures for more information.

☐ Step 2

Determine if an ADU is permitted based on geographical requirements and other factors using Flow Chart on Page 3

Additional explanation of each question is provided below:

1. **Is the property located in the /FNE or /NE Overlay Districts?**
   Refer to Step 1, Question 2.

2. **Is the ADU within a historic as described in 14-604(11)(d)(.1)?**
   Refer to Step 1, Question 3.

3. **Is the property located in the /FDO, /VDO, /NDO or /EDO Overlay Districts?**
   Refer to Step 1, Question 2.

4. **Is the property located in the RSA-5 or CMX-1 zoning districts?**
   Refer to Step 1, Question 1.

5. **Is the principle structure on the lot semi-detached or detached?**
   Refer to 14-203(46) and 14-203(47).

6. **Is the lot area at least 1600 sq ft AND is no more than one dwelling unit otherwise permitted?**
   The lot area can be determined by the dimensions noted in the property's deed or by obtaining a survey.
   To determine if more than one dwelling unit is permitted, find the Base Zoning District of the property (See Step 1, Question 1) and refer to the corresponding Table in 14-602, under the Residential Use Category section of the table, you will see if One-Family, Two-Family and Multi-Family uses are permitted.

☐ Step 3

Confirm that All Additional Code Requirements are Met

Owner Occupied
☐ The principal dwelling unit or the ADU must be occupied by the owner of the subject lot, AND
☐ Before final occupancy of the accessory dwelling unit, the property owner shall record an affidavit and deed restriction, stating that the property owner will reside on the property, in either the principal or ADU.

Maximum of One ADU
☐ No more than one accessory dwelling unit is allowed per lot.

Floor Area of ADU
☐ The floor area of the ADU may not exceed 800 square feet, OR
☐ The ADU is within a historic structure as described in 14-604(11)(d)(.1); therefore the floor area of the ADU is permitted to exceed 800 square feet

Number of Entrances
☐ Only one entrance to a building containing an accessory dwelling unit may be located on the front façade that faces a street unless the building contained an additional street-facing entrance before the ADU was created.

Location
☐ ADUs must be located within the principal building or within a detached accessory building, such as detached garages, that are in existence as of the effective date of this Zoning Code.

Accessory Dwelling Unit Flowchart

Accessory Dwelling Unit Check

Is the property located in the /FNE or /NE Overlay Districts?

Yes

No

Is the ADU within a historic structure as described in 14-604(11)(d)(.1)?

No

Yes

Is the property located in the /FDO, /NDO, /VDO, or /EDO Overlay District?

Yes

No

Is the property located in the RSA-5 or CMX-1 zoning distict?

No

Yes

Is the principle strucutre on the lot Semi-Detached or Detached?

No

Yes

An Accessory Dwelling Unit is permitted if additional requirements are met (see Step 3)

Yes

Is the lot area at least 1600 sq ft AND is no more than one dwelling unit otherwise permitted

No

An Accessory Dwelling Unit is NOT permitted