



ACCESSORY DWELLING UNIT

SVMC 19.40.030

10210 E Sprague Avenue ♦ Spokane Valley WA 99206

Phone: (509) 720-5240 ♦ Fax: (509) 720-5075

♦ permitcenter@spokanevalleywa.gov

PART I – REQUIRED DOCUMENTATION

****THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

SITE ADDRESS:	PARCEL NO.:	ZONING: _____
<input type="checkbox"/> COMPLETED APPLICATION FORM	<input type="checkbox"/> APPLICATION FEE \$ _____	
<input type="checkbox"/> ADU FLOORPLAN with ALL rooms labeled; such as, cooking, sleeping, bath, etc...):		
<input type="checkbox"/> SITE PLAN (to include the following, at a minimum):		
<input type="checkbox"/> North Arrow	<input type="checkbox"/> Location of <u>existing</u> (2) Required Parking Stalls	
<input type="checkbox"/> Parcel Boundaries with Lot Dimensions	<input type="checkbox"/> Location of Paved <u>proposed</u> (1) Required Parking Stall	
<input type="checkbox"/> Location of Entry to ADU	<input type="checkbox"/> Location of ALL exiting & proposed structures with SF	

PART II – APPLICANT INFORMATION

PROPERTY OWNER (CHECK IF PROJECT IS OWNER BUILD)

NAME: _____	PHONE: _____	
MAILING ADDRESS: _____		
CITY/ST: _____	ZIP: _____	EMAIL: _____

APPLICANT (CHECK IF SAME AS ABOVE)

NAME: _____	PHONE: _____	
MAILING ADDRESS: _____		
CITY/ST: _____	ZIP: _____	EMAIL: _____

CONTRACTOR (CHECK IF OWNER REPRESENTATIVE)

COMPANY NAME: _____	CONTACT NAME: _____	
ADDRESS: _____	CITY/ST: _____	ZIP: _____
EMAIL: _____	PHONE: _____	
L & I CONTRACTORS LICENSE: _____	EXPIRES: _____	
UBI NO.: _____	EXPIRES: _____	COSV BUSINESS LICENSE: <input type="checkbox"/> YES <input type="checkbox"/> NO

PART III – APPLICATION INFORMATION

TYPE OF ACCESSORY DWELLING UNIT (ADU): ATTACHED DETACHED

DO YOU/OWNER LIVE AT THE MAIN RESIDENCE WHERE ADU IS/WILL LOCATED? YES NO

ARE YOU ALTERING THE EXTERIOR OF THE MAIN RESIDENCE? YES NO

WHAT IS THE SQ FT OF MAIN RESIDENCE: _____

WHAT IS THE SQ FT OF PROPOSED ADU: _____

NO. OF BEDROOMS TO BE IN THE ADU: _____

PART III – APPLICATION INFORMATION CONTINUED...

DESCRIBE IN COMPLETE DETAIL THE DESIGN OF THE ACCESSORY DWELLING AND EXISTING RESIDENCE (I.E., TRIM, ROOF PITCH, HEIGHT, FINISH MATERIAL) (PICTURES OR ELEVATION DRAWINGS ARE RECOMMENDED)

PART IV – PROJECT DECISION

**** FOR STAFF USE ONLY ****

Staff reviewed the proposed Accessory Dwelling Unit Application pursuant to the criteria in the City of Spokane Valley Municipal Code ([SVMC 19.40.030](#)), the 2021 International Residential Code ([IRC](#)), and any/all State and Federal Laws.

PROPERTY DETERMINATION

The permit for the Accessory Dwelling Unit (ADU) is subject to the following conditions pursuant to the City of Spokane Valley Division of Planning

- The City's staff will file a deed restriction (title notice) with the Spokane County Auditor's office indicating the presence of the ADU
- To cancel registration of ADU, the owner shall submit a letter to the Planning Division. Staff shall then file a title extinguishment with the Spokane County Auditor's office upon verification the ADU has been removed from the property
- The owner/applicant shall comply with all requirements and regulations of the Uniform Development Code and the established criteria of the Accessory Dwelling Unit

The ADU Application is approved, subject to the conditions above, as signed per:

Planning Division Signature

Date

PART V – AFFIDAVIT OF OWNERSHIP

STATE OF WASHINGTON)
ss.
COUNTY OF SPOKANE)

I, _____, being first duly sworn, on oath do hereby certify under penalty of perjury under the laws of the State of Washington:

That I am an owner of the single-family dwelling unit located at

_____, and have a fifty percent (50%) or greater interest in this property; and

That I have applied or am making an application to establish an authorized accessory dwelling unit (ADU) at this location; and

That I presently occupy and will continue to occupy one (1) of the two (2) dwelling units at this location as my Principal and permanent residence.

When the property is sold, I will notify the new property owner(s) of the requirements to file a new Certification of Owner Occupancy with the Department of Community Development, Planning Division for recording if they intend to maintain and rent the accessory dwelling unit. Failure to submit this certification within one (1) year of transfer of ownership shall be a violation of the Land Use Code and will render the accessory dwelling structure non-conforming if the new owners continue renting the accessory dwelling unit

This certification will remain in effect during the period of my ownership of the property unless I record a certification that the use of the property for an accessory dwelling unit has been discontinued.

Signature of Affiant

Name of Affiant

Signed and sworn to before me this _____ day of _____ 20____

NOTARY PUBLIC IN AND FOR THE STATE OF _____

Residing at: _____

My Appointment Expires: _____

PART V – AUTHORIZATION

If the applicant is not the legal owner(s), the owner must provide the following acknowledgement;

I, _____, owner of the above-described property does hereby authorize
to represent me and my interests in all matters

regarding this application.

DISCLAIMER: By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state or local laws, codes or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.