



# YOUR PATHWAY TO A COMPLETED ADU



## 1. Make a Sketch

On an 8.5"x11" sheet, show your property boundaries and the rough placement and size of:

- Existing house
- All structures (detached garage, shed, deck, etc.)
- Proposed ADU



## 2. Get a Planner's Advice

Call **919-856-6335** to discuss your preliminary plans for your ADU. A planner will advise you on how to proceed with your proposed ADU given your site-specific situation.



## 3. Prepare a Site Plan Meeting Wake County Requirements

Refer to the [Site Plan Requirements](#) document.



## 4. Prepare Submittal Package

Your submittal package must include the following items:

- An application using the Wake County Permit Portal
- A Site Plan meeting all the specifications in the above Site Plan Requirements
- Floor Plan and/or Building Plan

These are the minimum requirements to submit an ADU application. Other documents may be required upon review of your proposal. Please refer to the [Inspections & Permits website](#) to access Planning and Zoning, Inspections and Permits and Environmental Services.



## 5. Submit Package and Pay

Apply on the Permit Portal for all the applicable permits you'll need as directed by county staff. Once Wake County staff receives your application, it will be reviewed by each required department for compliance with applicable standards.

Tip: Submitting complete, accurate plans is the key to getting your building permit as quickly as possible.



## 6. Permit Issued

Once the permit has been approved and ready to be issued, a notification will be sent to your email address. Please remember you can access and manage your documents on the Permit Portal.



## 7. Construct the ADU and Schedule Required Inspections

Begin construction of the ADU in compliance with the issued permit and schedule required inspections through the Wake County Permit Portal.



## 8. Done!

Your ADU is ready to move in after you receive your Certificate of Occupancy.