ADU Certificate of Exception Checklist

Revised 6/12/25

Purpose:

This checklist is to give guidance on what is needed to get a Certificate of Exception for a previously non-compliant ADU to meet the City of Louisville's new ADU Ordinance. The purpose of this checklist is to ensure minimum requirements are provided for a reasonable level of safety, health and general welfare through affordability, structural strength, means of egress, stability, sanitation, light and ventilation, energy conservation, and safety to life and property from fire and other hazards, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

This checklist is for the residential owner requesting a Certificate of Exception for an existing ADU in order to bring the existing ADU into compliance with the City of Louisville Accessory Dwelling Unit Ordinance.

A separate address will be assigned to your ADU with "Unit 101" appended to the existing house number.

Process:

1. **Permit Submittal** - Fill out this form and submit for a Permit Application for an "ADU – Certificate of Exception" permit on the CSS portal: http://www.louisvilleco.gov/building (Click on CSS-Online Portal). The submittal must include:
    a. This checklist, signed by the property owner of record.
    b. Floor plans of the ADU with the dimensions and use of all rooms labeled.
    c. A site plan of the property is attached to the permit submittal that shows the location and setbacks of the ADU. If the ADU is completely internal to the house (i.e., basement ADUs), no site plan is required.

2. **Review** – Staff will review your submittal and either respond with comments OR will Approve the permit.

3. **Approval and Payment** – Once the permit is approved, you will receive an email that it is ready to pay. Payment instructions will be in the email.

4. **Permit Issued** – Once the permit has been paid, it will be issued.

5. **Inspection** – Inspections must be requested on the CSS portal. There is only one inspection. Inspections requested by 4pm will be for the next business day. The inspector will contact you the morning of the inspection to set up a timeframe.

6. **Certificate of Exception** – Once the final inspection has passed, you will receive an email with your Certificate of Exception.

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Requirements (All ADUs)

- Check either **YES** or **NO** on each checklist item to verify that the safety requirements are met on the subject property. This checklist outlines the minimum life safety standards that need to be addressed, please note that additional items may be addressed during the inspection process that address minimum safety requirements for the unit.
- ALL BOXES MUST BE CHECKED IN ORDER TO ACCEPT YOUR PERMIT APPLICATION.
- All items below must meet current building codes adopted by the City of Louisville at the time of permit submittal.
- If you would like to set up a consultation with an inspector about any of the below requirements, please email building@louisvilleco.gov.
- Please contact the Building Division at 303-335-4584 or building@louisvilleco.gov with questions.

Information

Submittal Date: _____ Owner's Name: _____

Phone Number: _____

Property Address Number: _____ Street Name_____

Main Building Sq. Ft: _____ Total Sq. Ft. ADU:_____

☐ Attached (inside the home) **OR** ☐ Detached (Separate structure with sep. entrance)

Location in house (if attached): ☐ Basement ☐ Sep. Entrance ☐ Other _____

Dwelling Unit Questions

Do you reside at the address of the main residence?

☐ **YES** ☐ **NO**

Were the items below installed prior to 6/22/25?

☐ **YES** ☐ **NO**

Is there a kitchen with sink and cooking stove; and a bathroom with shower, sink, and toilet in the unit?

☐ **YES** ☐ **NO**

- Please note that a single unit providing complete independent living facilities for one or more persons, including the permanent provisions for living, sleeping, eating, cooking and sanitation is a definition of a Dwelling Unit

Are there emergency escape windows in the sleeping rooms that have 5.7 sq ft of operable opening?

☐ **YES** ☐ **NO**

Do the habitable rooms have windows that can provide light and natural ventilation?

☐ **YES** ☐ **NO**

Is there a heating system that can provide a comfort heating system capable of maintaining 68˚ F at a point 36 inches above the floor and 2 feet from exterior walls in habitable rooms?

☐ **YES** ☐ **NO**

Is the heating system a separate or the same heating system as the main residences system?

☐ **YES** ☐ **NO**

Is there a cooling system?

☐ **YES** ☐ **NO**

Is there hot and cold water in unit?

☐ **YES** ☐ **NO**

Electrical Questions

Are Arc Fault breakers present in the unit?

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Are the electrical panels accessible to the occupants of the ADU?

☐ **YES** ☐ **NO**

Are the receptacles serving the kitchen countertops, in the garage, bathrooms, and unfinished basements and outside receptacles GFCI protected?

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Are all electrical receptacle boxes and wiring covered with no exposed wiring in unit?

☐ **YES** ☐ **NO**

Room Dimensions

All habitable rooms (except kitchens) are to have an area of not less than 70 square feet with a minimum of 7 feet in any dimension. Does the ADU meet this requirement?

☐ **YES** ☐ **NO**

Habitable rooms, hallways, corridors, laundry rooms and basements shall have a ceiling height of not less than 7 feet measured from finished floor to finished ceiling, bathrooms can be at 6'8". Not more than 50% of the required floor area is permitted to have a sloped ceiling less than 7 feet with no portion of the required floor area less than 5 ft in height. Does the unit meet this requirement?

☐ **YES** ☐ **NO**

Does the Unit have the minimum headroom of 6'-8" in all parts of a stairway measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform?

☐ **YES** ☐ **NO**

Are your stairway risers less than 8 inches tall and tread depth greater than 9 inches? If you have open risers, are the openings less than 4"?

☐ **YES** ☐ **NO**

Basic Safety Requirements

Do you have a fire extinguisher and is it operational and accessibly located in or next to the kitchen?

☐ **YES** ☐ **NO**

Does the unit have SMOKE DETECTORS and CO DETECTORS that are interconnected throughout the unit and the main residence if units are connected?

☐ **YES** ☐ **NO**

Is there Safety glazing in Frameless glass doors, glass in doors, glass within a 24" arch of doors, glazing less than 60" above a walking surface that is within 5 ft of stairs, or glazing within 5 ft of spas or pools, located in or above showers and bath tubs, certain fixed glass panels, and similar glazed openings subject to human impact? (Look for the "tempered" stamp on the glass).

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Attached and Basement ADUs (In addition to the above)

If the unit is next to or above a garage is there sheet rock covering the walls of the garage and sheet rock on the wall that separates garage from the unit?

☐ **YES** ☐ **NO**

Are there fire sprinklers in the unit?

☐ **YES** ☐ **NO**

Does your basement egress for habitable rooms and each sleeping room have either an exterior door or window with a finished sill height within 44" of the floor, minimum net clear operable area of 5.7 sq ft, minimum net clear operable width of 20" and minimum net clear operable height of 24".

☐ **YES** ☐ **NO**

If the ADU has a door that leads to the garage, is it a minimum 1 3/8” solid wood core door or a metal 20 minute self-closing fire door?

☐ **YES** ☐ **NO** ☐ **N/A**

Dwelling units in two-family dwellings shall be separated from each other by wall and floor assemblies having not less than 1-hour fire resistance rating unless smoke and carbon monoxide detectors are interconnected between units. Please circle Acknowledge to show that t you acknowledge this requirement.

☐ **ACKNOWLEDGE**

Acknowledgement of Checklist:

I (print name) _____ understand by signing below I have read through this and answered to the best of my knowledge.

Signature: _____ Date: _____