

# ADU Checklist

This document is meant to identify common building and fire code requirements that impact design and construction of internal ADUs. This is not a comprehensive list of all fire and building codes. We recommend that you hire a design professional to advise you further. You can find the full code books here: [Massachusetts Comprehensive Fire and Safety Code \(527 CMR 1.00\)](#) and [Massachusetts State Building Code \(780 CMR\)](#)

<p><b>General Information</b></p> <p>Name</p> <p>Date</p> <p>Building Type</p> <p>Address</p> <p>Neighborhood</p>	<p><b>Eligibility</b></p> <p>Property is a <b>1F 2F 3F</b> (circle one)</p> <p><input type="checkbox"/> Applicant owns and lives on the property</p> <p><input type="checkbox"/> Applicant is not simply extending living space from an existing unit into the attic or basement.</p> <p><input type="checkbox"/> If building basement ADU, Property is not in the 2016 FEMA Flood Zone</p>	<p><b>ADU Program Restrictions</b></p> <p><input type="checkbox"/> Applicant understands that building an ADU results in a 1F+ADU, 2F+ADU or 3F+ADU building.</p> <p><input type="checkbox"/> Applicant understands that the ADU owner-occupancy restriction remains with the property if the property is sold.</p> <p><input type="checkbox"/> Condominiums, Condominium Buildings and Limited Liability Corporations (LLCs) are restricted from the program.</p>
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✓	REQUIREMENTS	NOTES
<input type="checkbox"/>	<p><b>Living area ceiling height</b></p> <p>The ceiling height is to be at least 6' 8" for 1F+ADU and 7'-0" for 2F+ADU and 3F+ADU; per Building Code. (review code with architect)</p>	
<input type="checkbox"/>	<p><b>Common access to utilities</b></p> <p>Water, gas and electric shut-offs must be commonly accessible. Access to common utilities must be "<u>Unobstructed</u>"</p>	
<input type="checkbox"/>	<p><b>2 emergency egresses (exits)</b></p> <p>Exits cannot pass through a bedroom, bathroom or utility room</p> <p>Exit #2 should be as far from Egress #1 as possible</p> <p>The primary ADU egress (entrance) is to be visible from the street.</p>	
<input type="checkbox"/>	<p><b>Bedroom emergency egress window</b></p> <p>At least 1 window in each bedroom must meet sill height, area, and height/width requirements for emergency egress window. The emergency egress path from a window well must be on the homeowner's own lot.</p>	
<input type="checkbox"/>	<p><b>Sprinkler system</b></p> <p>1F+ADUs do not need to sprinkle the ADU</p> <p>2+ADU may use a tank system (NFPA 13D)</p> <p>3+ADU must have a water line to the street (NFPA 13)</p> <p>It is preferred that you install a sprinkler system in common areas when installing a sprinkler system in the ADU</p> <p>(Note: Boston Water and Sewer Commission (BWSC) will require a stormwater retention system when installing a new or relocating a water line in addition to other testing of existing water utilities)</p>	

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<input type="checkbox"/>	<p><b>Heat Detection</b> 2F+ADU and 3F+ADU must install heat detectors in each non-ADU unit</p>	
<input type="checkbox"/>	<p><b>Hard-wired smoke and CO2 alarm</b> 1F+ADU, 2F+ADU, and 3F+ADU must have hard-wired smoke alarms and CO2 detectors in all units</p>	
<input type="checkbox"/>	<p><b>Backwater valve (basement only)</b> If there will be a plumbing fixture(s) in the basement, which is liable to back-up from a sewer line, a backwater valve is required. For more information see the BWSC <a href="#">webpage</a> with <a href="#">brochure</a> and <a href="#">standard detail</a>.</p>	
<input type="checkbox"/>	<p><b>Emergency response lighting/wayfinding</b> The existence and location of the ADU and access to the ADU must be obvious to emergency response personnel. (near or at the front of the property or street front.) Provide specific lighting, signage, dedicated pathway and entry canopy/awning at the entrance to the ADU.</p>	
<input type="checkbox"/>	<p><b>Other items to consider</b></p> <ul style="list-style-type: none"> <li>• Light - Ensure ADU has adequate natural light</li> <li>• Circulation</li> <li>• Venting</li> <li>• Heating source</li> </ul>	