

**Community Development
Department**

Planning Division
1017 Middlefield Road
Redwood City, CA 94063



(650) 780-7234

planning@redwoodcity.org

www.redwoodcity.org

ARCHITECTURAL PERMIT SINGLE FAMILY RESIDENTIAL

Single Family [Residential Architectural Permits](#) are required prior to obtaining building permits for sites with one to three residential units, including new two-story residences, hillside homes, and second-story additions to existing residences. One-story residences or additions do not require Residential Architectural Permits prior to obtaining building permits. Residential Architectural Permits are reviewed by staff and approved by the Zoning Administrator. When designing a new two-story residence, multi-family residence (up to three units) or a second-story addition to an existing residence, the following elements are required:

GENERAL REQUIREMENTS

- Compliance with the **Zoning Requirements** (lot area, lot width, lot coverage, building height, setbacks, pervious area, etc.) applicable to your zoning district. Use the following link to identify the zoning requirements for the subject property <https://webgis.redwoodcity.org/community/>.
- [Neighbor Notifications](#) shall be sent to adjacent property owners and/or tenants for any property that shares a property line, a corner, or is across the street from the subject property.
- All homes that were built prior to 1940 are designated as [Potentially Historic](#) and requires additional evaluation when the Residential Architectural Permit process is required. The Residential Architectural Permit can be reviewed concurrently with the historic evaluation.
- Applicants shall respond to each of the **Findings** identified in [Article 45.4](#) and [Article 45.5](#) (where applicable) of the zoning code
- **Hillside Homes (>15% average lot slope)** have additional submittal requirements, see submittal checklist for more information.
- **Hillside Homes (>30% average lot slope)** require a Zoning Administrator Public hearing for all additions and new construction including instances when an Architectural Permit is not required.
- **Floor Area Ratio (FAR)** is applicable to single family homes (one-unit structures) and allows up to 45% FAR and 3,000 sq. ft. per [Article 48.4](#) of the zoning code for Zoning Administrator approval.
- Removal and/or pruning of **Protected Trees** shall be done per the requirements of the Redwood City [Tree Preservation Ordinance](#)

ADDITIONAL INFORMATION

- **Neighborhood Character** and patterns, such as existing front yard setbacks on the block, height of existing buildings and architecture should be taken into consideration. The [Residential Design Guide](#) should be reviewed prior to the Architectural Permit submittal to ensure consistency with the best practices.
- **Sidewalk, Curb, and Gutter** may have to be repaired to meet city engineering standards.
- Net new residential units require a **Park Impact Fee** per the requirements of the Redwood City Parks Department. <https://www.redwoodcity.org/departments/parks-recreation-and-community-services/parks/park-impact-fees>

Architectural Permit Fees

Residential (1-2 units).....	\$2,481
Multi-family (3 or more units).....	CR \$5,000
Hillside Home (ZA hearing).....	\$4,489

FREQUENTLY ASKED QUESTIONS

How do I submit my Architectural Permit application?

Submittals should be sent to planning@redwoodcity.org. The application will be processed internally, and the applicant will receive an email requesting payment. After the payment is made, the project is assigned to a Planner and comments are sent to the applicant within 30 days.

How long will my Residential Architectural Permit review take?

The average review time is 3 to 4 months depending on how complete your application submittal is or whether revisions are needed to comply with the zoning code/design guidelines.

Do I need additional permits/approvals once my Residential Architectural Permit is approved?

Yes. A Building Permit is required prior to construction. Please consult with Building staff regarding the permit requirements at permits@redwoodcity.org or (650) 780-7350. Other permits/approvals may also be required by Community Development Services (i.e. Grading Permit, Encroachment Permit) or the Public Works Division (i.e. Tree Removal/Pruning Permit).

My project is on a strict timeline; can I submit for Residential Architectural Permit review and Building Permit review at the same time?

No. All Planning Permits shall be obtained first before an application for a Building Permit can be submitted.

Can I submit my application for an Accessory Dwelling Unit (ADU) with my Residential Architectural Permit?

No. ADUs are separate applications reviewed and processed by the Building Department.