



## Accessory Dwelling Unit and/or Coach Home Guideline

The following items are general requirements for the construction of a new Accessory Dwelling Unit (ADU) and/or New Coach Homes.

**Definition:** Separate individual single-family residential spaces, accessory to the principal structure, attached or detached from the principal structure, or above a garage, located on the same zoning lot as the principal structure. The *Dwelling* is used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes. The *Dwelling Unit* is a complete living facility for living, sleeping, eating, cooking, and sanitation. ADU's shall meet all required codes that pertain to newly constructed residential construction. Below is some general code guidance to consider.

### **ZONING:**

Setbacks, height, and use is dictated by the Village of Oak Park Zoning Code, refer to that separate document which can be found on the Village of Oak Park's web page at [www.oak-park.us](http://www.oak-park.us).

### **ENTRANCE & ADDRESS**

The unit shall have a completely separate individual entrance directly to the exterior and shall be issued a separate new address. Please complete the new address form on our web page at [www.oak-park.us](http://www.oak-park.us). Posting of the address shall be in the front and back of the property, seen from the right-of-way.

### **ENGINEERING/GRADING**

Detailed civil engineered grading plans may be required. All final stormwater drainage shall not cause a nuisance to neighboring property. Downspout and slopes shall slope to the Village alley or street.

### **WATER SERVICE & SEWER SERVICE**

The additional fixture count may require a water service upgrade as dictated by the State of Illinois Plumbing Code. The water and sewer services shall be routed through the principal structure's connections.

### **ELECTRIC SERVICE**

A new separate ComEd account and service is required.

### **FIRE REGULATION/PROTECTION**

**AUTOMATIC FIRE SPRINKLER SYSTEM May Be Required (consult the Fire Marshal):**

- All new accessory independent separate structures require an automatic sprinkler system.
- An automatic residential fire sprinkler system shall be installed in new construction in all residential uses of one- and two-family dwellings. **Section R313.2 One- And Two-Family Dwellings Automatic Fire Systems.** An automatic residential fire sprinkler system shall be installed in new construction of one- and two-family dwellings.
- **Exception:** An automatic residential fire sprinkler system shall not be required for additions or alterations to existing buildings that are not already provided with an automatic residential sprinkler system. Existing one- and two-family dwellings where more than 50% of the habitable floor area above the foundation level is demolished and rebuilt shall be provided with an automatic fire sprinkler system throughout the dwelling.

**FIRE SEPARATION:** All required Fire Ratings, Fire Doors, Walls, and Partitions assemblies may apply. *Refer to Article 6 Chapter 3. Refer to Table 302.6 for dwelling-garage separation.*

### **SHORT-TERM RENTAL LICENSES 8-40-2: LICENSE REQUIRED:**

No person shall conduct, keep, manage or operate or cause to be conducted, kept, managed or operated a short-term rental without a license therefor as provided in article 1 of this chapter. A license shall be obtained for each short-term rental and shall not be transferable. All such licenses are required to be renewed annually, subject to the same condition as the original license. Such license shall be issued by the Village upon payment of the fee as provided in chapter 8 of this code. Such fee shall accompany the license application. (Ord. 21-54, 11-1-2021)

### **8-40-3: LICENSE ISSUANCE AND RENEWAL:**



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No license shall be issued or renewed until the short-term rental premises has been inspected and approved by the Village to assure compliance with this article. (Ord. 21-54, 11-1-2021)

### **8-40-4: LICENSE FEE:**

The license fees to be paid annually to the Village pursuant to this article shall be as follows:

- A. A non-owner-occupied short-term rental applicant who is not a resident of the Village shall pay the same fee as a bed and breakfast for each short-term rental set forth in section [8-2-1](#) of this Code.
- B. A non-owner-occupied short-term rental applicant who is a Village resident shall pay a fee of two hundred and fifty dollars (\$250.00).
- C. An owner-occupied short-term rental applicant shall pay an annual license fee of one hundred dollars (\$100.00). (Ord. 21-54, 11-1-2021)

### **8-40-5: STANDARDS:**

In addition to the requirements set forth in article 1 of this chapter, no license shall be issued unless the following standards are met:

- A. All owners must use a hosting platform to market a short-term rental. The hosting platform shall be responsible for determining the guest's identification information and the accuracy of that information;
- B. No owner shall rent any short-term rental for any period of time shorter than twenty-four (24) consecutive hours;
- C. The owner must inform a guest if parking is provided by the owner and if not, inform the guest that Village parking passes are available through the Village's overnight parking application. The short-term rental owner must also provide the guest with instructions on how to obtain Village parking passes through the Village's overnight parking application. Guests shall not park vehicles on Village streets overnight unless otherwise permitted;
- D. The owner must provide proof of homeowner's insurance or host protection insurance in the amount of at least five hundred thousand dollars (\$500,000.00) to the Village as part of its application;
- E. Every short-term rental shall be subject to inspection by staff members of the Village's Fire, Health and/or Development Customer Services Departments;
- F. The owner shall keep a guest register in which the name of every guest and the guest's arrival and departure dates shall be recorded in written form. The owner shall make the guest register freely accessible to any authorized Village employee; and
- G. The owner shall post, inside the front entrance to every short-term rental dwelling unit, a short-term rental license issued by the Village stating the owners name, a twenty-four (24)-hour telephone number to reach the owner and the maximum occupancy of the dwelling unit as allowed by this article. (Ord. 21-54, 11-1-2021)

### **8-40-6: MAXIMUM OCCUPANCY:**

No owner shall permit the occupancy of any short-term rental unit to exceed the maximum number of persons in a dwelling unit as set forth below.

# of Bedrooms	Maximum Number of Persons in a Dwelling Unit At One Time
1	3
2	5
3	7
4	9
5	11
6	13

(Ord. 21-54, 11-1-2021)

## **SECTION X301- ELECTRIFICATION REQUIREMENTS**

**X301.1 Electrification requirement for New Residential Buildings.** New residential buildings shall be designed and constructed as follows:

- 1. The source of energy for the building shall be all electric and the source of energy shall not be fossil fuels. Energy from fossil fuels may be provided by generators for emergency backup power.
- 2. All heating and air conditioning shall be provided by cold climate air source or ground source heat pumps.
- 3. A building shall contain an energy recovery ventilation system.
- 4. A building design shall include Manuals J and S calculations, or an equivalent design, by a licensed design professional.
- 5. All refrigerators, dishwashers, and clothes washers shall be Energy Star certified.
- 6. Energy for any clothes dryer shall be provided by an electric heat pump.
- 7. A building shall contain at least one level 2 electric vehicle charging station at one parking location if a building contains a parking space/garage.
- 8. Directly piped exterior gas fire pits and gas cooking grills whose source of energy are fossil fuels are prohibited.