

# Accessory Dwelling Units Step-by-Step Process Guide

Pre-Work

## Due Diligence for Your Site

*Find out if an ADU is permitted on your lot, and if the required infrastructure is in place to approve it.*

1. Contact Zoning Information to learn about the specific regulations for your property.
  - (513) 352-2430
  - [zoninginfo@cincinnati-oh.gov](mailto:zoninginfo@cincinnati-oh.gov)
2. Submit the free [Request for Availability of Sewer Service](#) through the Metropolitan Sewer District.
  - [MSDAvailability@cincinnati-oh.gov](mailto:MSDAvailability@cincinnati-oh.gov)
3. Submit the free [Water Availability Request](#) through Greater Cincinnati Water Works.
  - [water.availability@gcww.cincinnati-oh.gov](mailto:water.availability@gcww.cincinnati-oh.gov)

Development

## Building a new ADU **OR** Converting an existing space into an ADU

*Fill out the required forms and registrations to properly construct and complete your ADU.*

4. Hire a design professional to prepare a site plan.
  - If you are converting an existing space, consider applying for an inspection through the City's [Commercial Courtesy Inspection Program](#).
5. Contact the Department of Transportation and Engineering to receive an address for the new unit. **Failure to confirm a new address prior to applying for building permits may delay your permit application.**
  - [DTEaddress@cincinnati-oh.gov](mailto:DTEaddress@cincinnati-oh.gov)
6. Fill out the [ADU Owner Acknowledgement Form](#), draft your covenant (see "Occupancy" below), and register your ADU with the Zoning Administrator using the [ADU Registration Portal](#).
7. Apply for building permits through the Department of Buildings and Inspections.
  - (513) 352-3271
  - [Buildings and Inspections Permit Guide](#)
8. Complete the construction of your ADU.

Occupancy

## Occupancy and Covenant

*The property owner **OR** a designated responsible person must reside in either the primary residence or the ADU. Property owners must submit a restrictive covenant on any property with an ADU, which must be approved by the City Solicitor and recorded with the Hamilton County Recorder. You will not receive a Certificate of Occupancy until the covenant has been approved by the City and recorded.*

9. Fill out the [Draft Occupancy Covenant](#) with the details specific to your property. Do not sign the covenant.
10. Email the completed covenant to the Zoning Division for review.
  - [zoninginfo@cincinnati-oh.gov](mailto:zoninginfo@cincinnati-oh.gov)
11. The Zoning Division and City Solicitor's Office will contact you when the covenant has been reviewed and is ready to be signed and submitted for recording to the Hamilton County Recorder's Office.
12. Call the Hamilton County Recorder's office at (513) 946-4570 to submit the covenant.
13. Provide a copy of the covenant with the Recorder's stamp to the Zoning Division.

Rental

## Renting out your ADU?

*If you plan to rent out your ADU—either as a residential rental or a short-term rental—you must register the rental with the City of Cincinnati.*

### Residential rentals:

- Register through the Department of Buildings and Inspections' [Residential Rental Registration webpage](#).

### Short-term rentals:

- Review the City's [short-term rental regulations](#).
- Register through the City's [short-term rental registration portal](#).