

Sandy Basement ADU Checklist

UPDATED SEPT. 2, 2026

Questions to verify before pricing construction or advertising the space

SEPTEMBER 2 STATUS: Sandy's current public guidance still prohibits detached accessory apartments. The Sept. 1 City Council item was an informational report and shows no adoption action. Proposed detached-ADU standards may change the rules. Confirm the current, address-specific requirements with Sandy City before hiring, building, advertising, or representing a unit as approved.

1 PROPERTY, OWNERSHIP & CONFIGURATION

- ☐ Confirm the address is a primary single-family property under Sandy City's current requirements.
- ☐ Identify the proposal as a basement/internal unit, an attached addition, or a detached structure.
- ☐ For a detached unit, ask whether final city standards have been adopted. Do not assume the Sept. 1 draft is effective.
- ☐ Ask whether proposed detached-unit rules for lot size, location, setbacks, height, size, and parking became final.
- ☐ Confirm no other accessory dwelling unit is associated with the property.
- ☐ Verify the ownership structure, owner-occupancy requirement, and primary-residence evidence.

2 CONSTRUCTION & LAYOUT

- ☐ Ask whether existing or proposed work requires a separate building permit.
- ☐ Map room uses, unit boundaries, entrances, shared areas, setbacks, easements, and structures.
- ☐ Confirm current building, fire, health, egress, electrical, plumbing, and ventilation review.
- ☐ Ask about exterior compatibility, entrance placement, foundation, and design standards for the proposed unit type.
- ☐ Do not call the space "legal," "approved," or "grandfathered" without supporting city records.

3 PARKING, ADDRESS & UTILITIES

- ☐ Identify required off-street parking and show it on a scaled site plan.
- ☐ For a detached proposal, confirm whether size-based parking requirements apply.
- ☐ Confirm current address, mailbox, utility-connection, and utility-meter rules.
- ☐ Check applicable HOA documents, easements, utilities, septic or sewer conditions, and physical site constraints.

4 RENTAL USE

- ☐ Confirm the current minimum rental term and whether it differs by unit type. Current Sandy guidance lists 30 days.
- ☐ Ask whether any short-term-rental use or license conflicts with the accessory dwelling unit.
- ☐ Confirm occupancy and subleasing restrictions directly with the city.
- ☐ Review lease, insurance, lender, tax, and property-management questions with qualified professionals.
- ☐ Do not advertise until required permits, inspections, and licensing are complete.

5 APPLICATION & INSPECTION

- ☐ Download the latest Sandy City application packet before assembling documents.
- ☐ Confirm whether the application is for an attached or detached ADU and which standards apply.
- ☐ Prepare current ownership, primary-residence, dwelling-description, parking, and site-plan materials.
- ☐ Confirm current forms, fees, submission method, staff contacts, and review sequence.
- ☐ Obtain required building permits before construction and complete required inspections.
- ☐ Confirm the administrative special-use permit, business license, renewal, recordation, and transfer rules.

6 BEFORE YOU SPEND MONEY

- ☐ Get written, address-specific direction from Sandy City when possible.
- ☐ Verify contractor licensing, scope, bids, permits, and inspection responsibility.
- ☐ Ask an insurer how the proposed use affects coverage.
- ☐ Use lenders, tax professionals, attorneys, and property managers only for questions within their expertise.
- ☐ Do not assume approval, rental income, value gains, tax treatment, coverage, or financing eligibility.

Questions and notes for Sandy City

Official starting points:
Current Sandy accessory-apartment guidance
Sept. 1 City Council meeting and detached-ADU packet
Use the current city code and application materials before acting.